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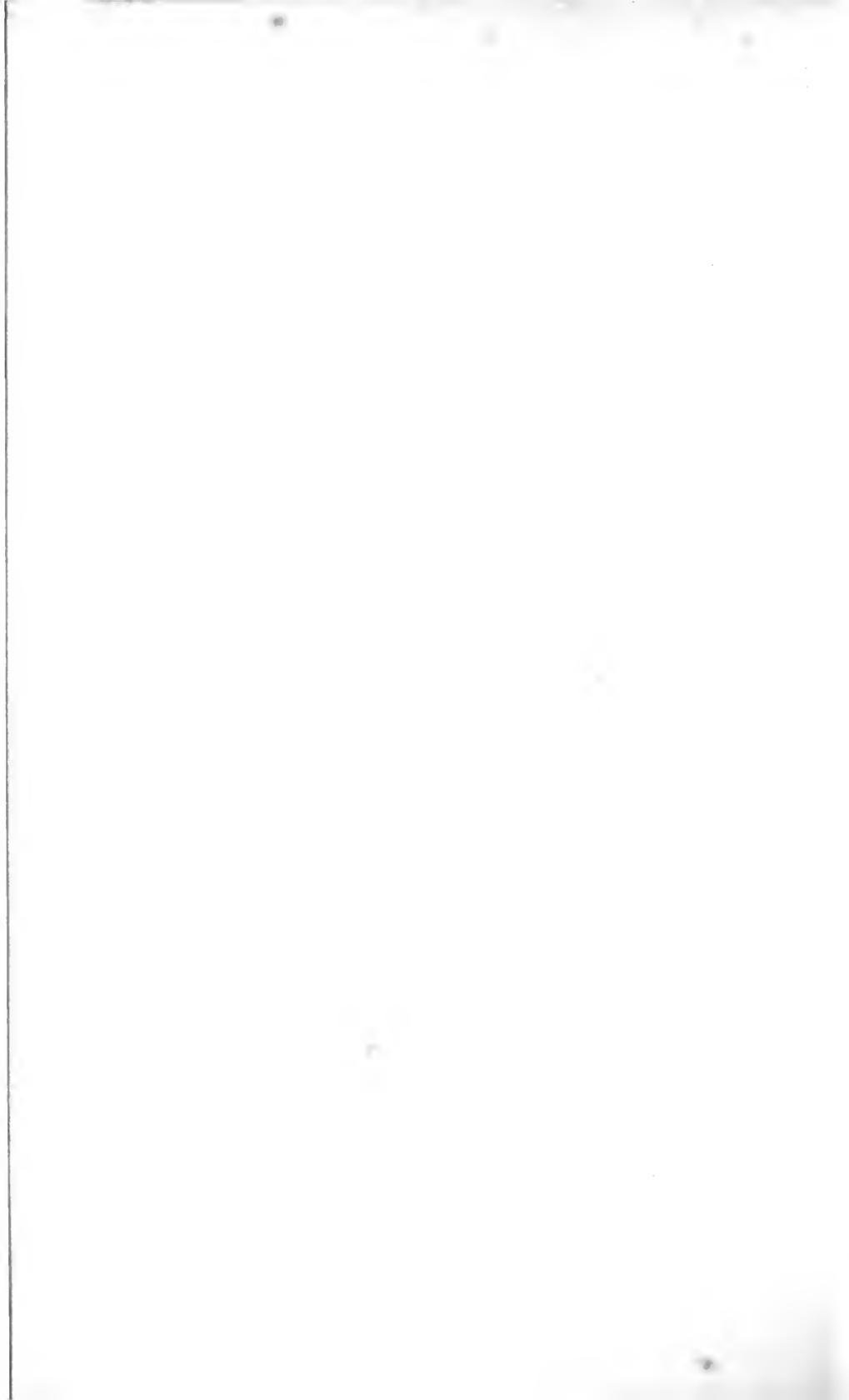
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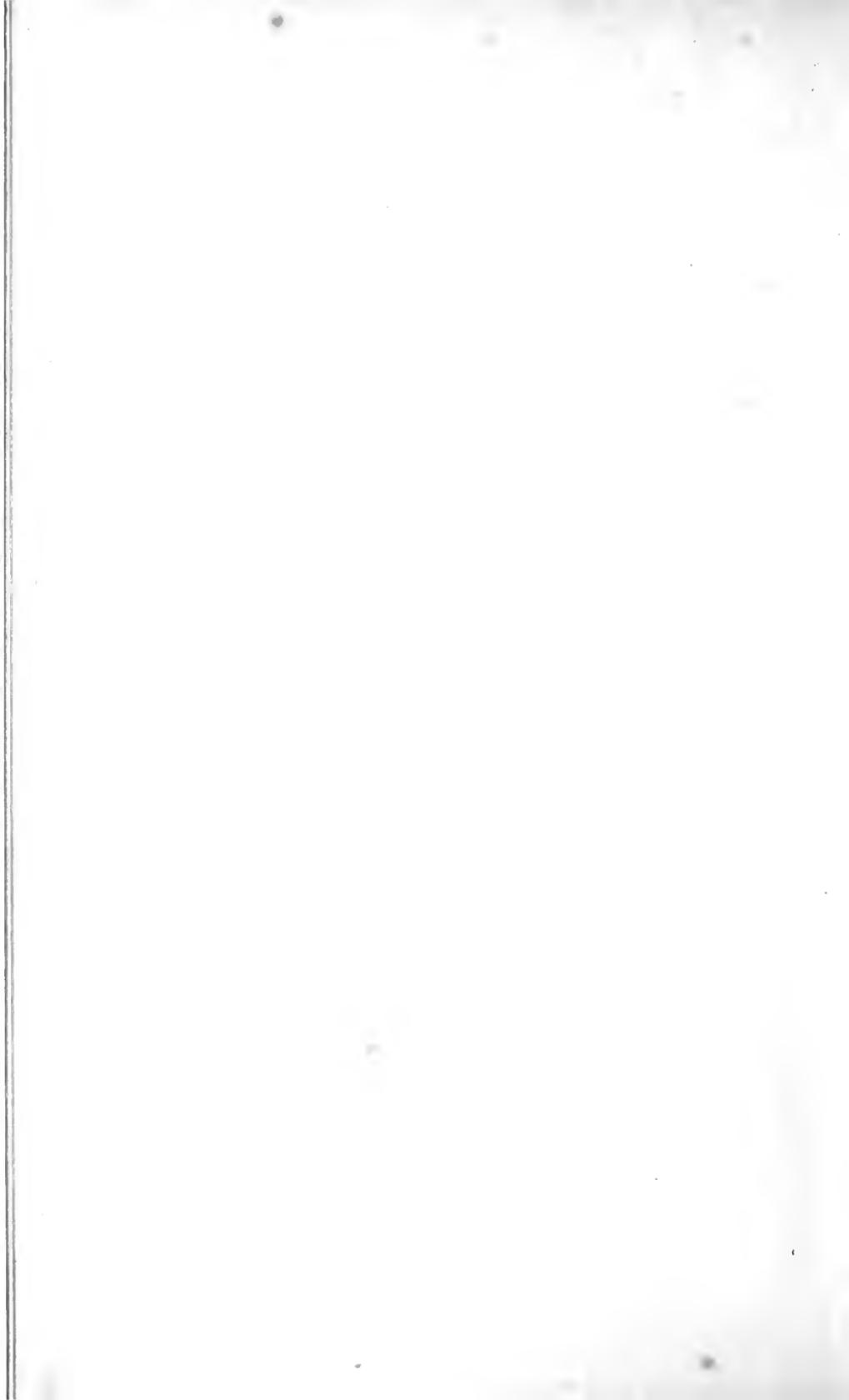
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LLRC  
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Lake Worth, FL 33461-4796



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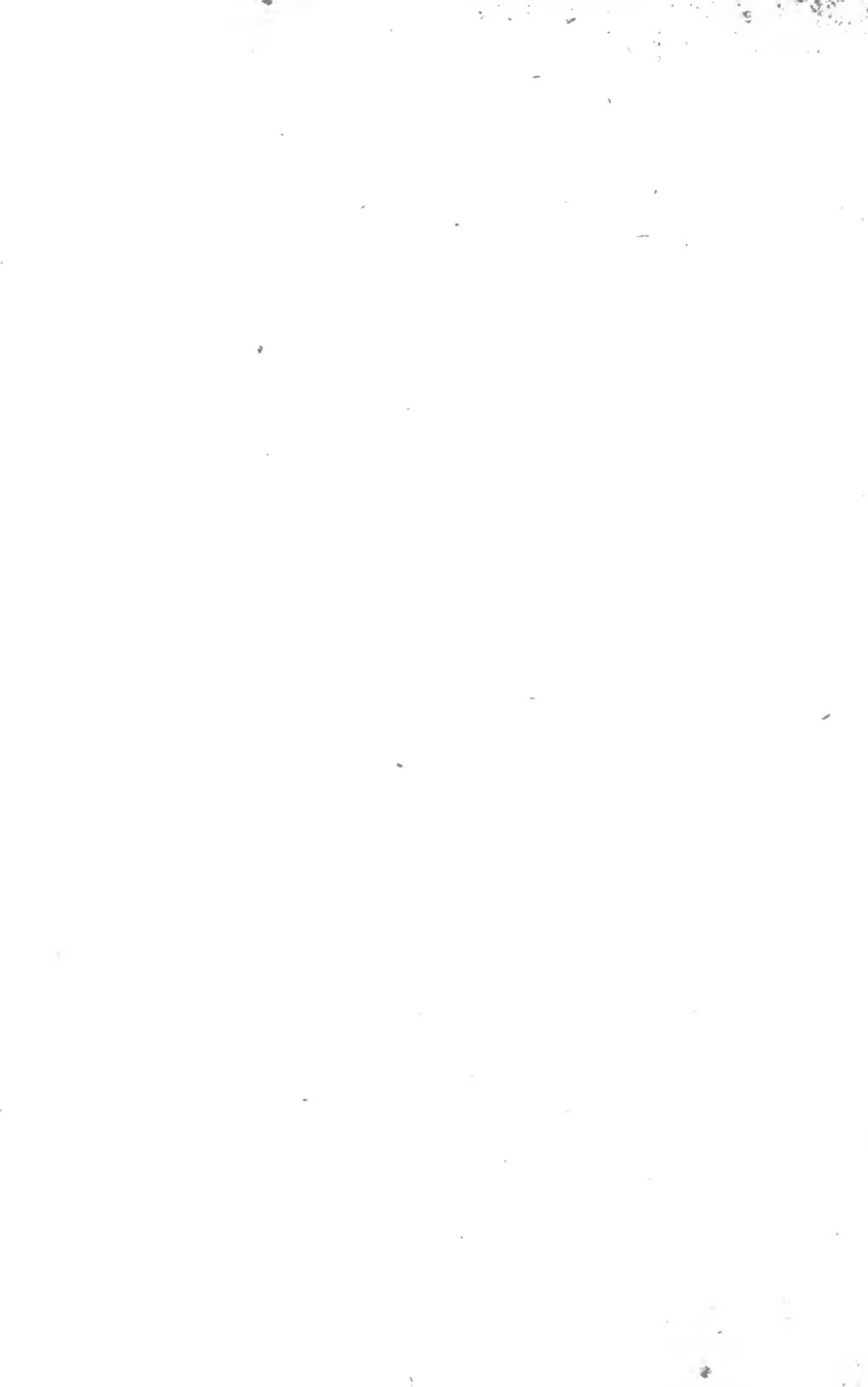
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# Palm Beach Junior College

*Announcements*  
1951-1952

WEST PALM BEACH  
FLORIDA



## PALM BEACH JUNIOR COLLEGE

A high standard fully accredited college offering  
the advantages of small classes and the maxi-  
mum in personal service to the individual.

CO-EDUCATIONAL

PALM BEACH JUNIOR COLLEGE  
PRIVATE ROAD



# C A L E N D A R

## 1951-52

September 4, 5	Registration of Freshmen
September 6	Freshmen Orientation
September 7	Registration of Sophomores
September 10	Classes Begin
November 5-9	First Quarter Examinations
November 9	End of First Quarter
November 21	Thanksgiving Holidays begin After Last Class
November 26	Classes Resumed
December 18	Christmas Holidays Begin After Last Class
January 2	Classes Resumed
January 15-23	Semester Examinations
January 23	End of First Semester
January 24, 25	Mid-term Holidays
January 28	Registration of Freshmen for Second Semester
January 29	Registration of Sophomores for Second Semester
January 30	Classes Begin
March 24-28	Quarter Examinations
March 28	First Quarter Ends
April 9	Easter Recess Begins After Last Class
April 14	Classes Resumed
May 14-22	Semester Examinations
May 25	Baccalaureate
May 26	Recognition Day
May 27	Commencement

30093

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BOARD OF PUBLIC INSTRUCTION  
PALM BEACH COUNTY

GEORGE W. SLATON, *Chairman*

MRS. ELIZABETH S. HAND

A. Q. HOWELL

RALPH KETTLER

MRS. RUTH S. TIMMONS

HOWELL L. WATKINS

*Superintendent of Public Instruction*



COLLEGE ADVISORY COMMITTEE

RICHARD D. HILL, *Chairman*

REV. FRANK ATKINSON, *Secretary*

JOHN J. CATER

JAMES A. BALL, JR.

MRS. R. S. ERSKINE



ADMINISTRATIVE OFFICERS AND ASSISTANTS

JOHN I. LEONARD, B.S., D.N., M.A., ED.D.	<i>President-Dean</i>
ELBERT E. BISHOP, B.S., M.A., LL.B.	<i>Registrar-Bursar</i>
RACHEL F. CROZIER, B.S.E., M.A.	<i>Dean of Women</i>
PAUL J. GLYNN, B.S., M.A.	<i>Dean of Men</i>
LESTER M. HAMBLIN, A.B., M.A.	<i>Veterans' Counselor</i>

EDNA D. WILSON	<i>Secretary</i>
DOROTHY J. LEGERE	<i>Secretary</i>

**FACULTY**

**MARY SUSAN ALBERTSON** ..... Biology

B.S., Cornell University

M.A., Columbia University

Advanced graduate study: Columbia University, Pennsylvania State Teachers College, University of Florida, University of Miami

Member: American Association for Advancement of Science, Florida Academy of Sciences

Instructor, Asheville Normal College, 1923-25

Instructor, Palm Beach Junior College, 1934-

**ELBERT E. BISHOP** ..... Business Law

B.S., Middle Tennessee State Teachers College

M.A., George Peabody College for Teachers

LL.B., University of Florida

Member: Florida Bar Association

Coordinator, Civilian Pilot Training Program, 1939-1943

Registrar, Instructor, Palm Beach Junior College, 1937-

**WILLIAM T. BLAIR** ..... Bible

B.A., Wayne University

B.D., Garrett Biblical Institute, Northwestern University

Instructor, Palm Beach Junior College, 1949-

**ERLEEN L. CORSBIE** ..... Physical Education

A.B., Huntingdon College

M.A., George Peabody College for Teachers

Instructor, Palm Beach Junior College, 1948-

**RACHEL FLAGG CROZIER** ..... Dean of Women, English

B.S.E., University of Arkansas

M.A., University of Florida

Advanced graduate study: Duke University, University of Florida, Colorado State College of Education

Member: Phi Kappa Phi, Phi Alpha Theta, Kappa Delta Pi, National Council Teachers of English, National Association Deans of Women

Instructor, University of Florida, summer session, 1923, 1929

Instructor, Dean of Women, Palm Beach Junior College, 1938-

**WATSON B. DUNCAN. III** ..... English, Social Studies

B.A., M.A., University of South Carolina

Member: National Council of Teachers of English, American Academy of Social Sciences

Instructor, Palm Beach Junior College, 1948-

**CRAIG A. GATHMAN \*** ..... Biology

B.S., Alfred University

M.A., University of Miami

Graduate study: Rutgers University, Long Island College of Medicine, Alfred University, Duke University, University of Miami

Research Associate, University of Miami, 1947-48

Instructor, Palm Beach Junior College, 1946-47, 1948-

\*On military leave.

## FACULTY

PAUL J. GLYNN .....	Dean of Men, Athletic Coach
B.S., New Jersey State College M.A., Montclair State College Instructor, Dean of Men, Palm Beach Junior College, 1949-	
IMOGENE A. GROSS .....	Chemistry, Physics
B.S., Georgia State College for Women M.A., Johns Hopkins University Advanced graduate study: Georgia State College, University of Florida, Johns Hopkins University Research: Collaborated on Lindsey-Hurdey research on southern pine for manufacture of paper Member: Delta Kappa Gamma, 99's—Women Pilots of America, American Chemical Society Instructor, Georgia State College, summer session, 1931 Instructor, Civilian Pilot Training Program, 1939-1943 Instructor, Palm Beach Junior College, 1933-	
EDITH F. HALL .....	Home Economics
B.S., M.S., Florida State University Graduate Study: Florida State University Instructor, Palm Beach Junior College, 1949-	
FAY ELIZABETH HAMON .....	Commerce
B.S., Florida State University M.Ed., University of Pittsburgh Advanced graduate study: University of California, University of Florida Member: Delta Pi Epsilon, Delta Kappa Gamma, United Business Education Association, Southern Business Education Association Instructor, Palm Beach Junior College, 1945-	
ESTHER C. HOLT .....	Social Studies, Commerce
A.B., Florida State University M.A., University of Florida Advanced Graduate Study: University of Florida Member: Phi Kappa Phi, Delta Kappa Gamma, Florida Academy of Sciences Instructor, Palm Beach Junior College, 1936-	
NINA KINNEY JENSEN .....	Art
Diploma, Skidmore College Diploma, Pratt Institute B.S., M.A., Diploma of Fine Arts, Columbia University Graduate study: University of Berlin, West Berlin Kunstgewerbeschule, Student of Kenneth Hayes Miller, Art Students League; Lauritz Eichner, Craft Students League Member: Kappa Delta Pi Instructor, Winthrop College, 1925-27; Texas State College for Women, 1928-33; Pennsylvania State College, 1940 Instructor, Palm Beach Junior College, 1948-	
JOHN I. LEONARD .....	Education
B.S., Lombard College D.N., Chicago College of Naprapathy M.A., University of Florida Ed.D., Florida Southern College Member: Phi Kappa Phi, Kappa Delta Pi, American Association of School Administrators Superintendent, Palm Beach County Schools, 1936-48 President, Palm Beach Junior College, 1936-	

## FACULTY

**CARMEN A. MONTOYA** ----- Spanish, Social Studies

A.B., M.A., Mercer University

Advanced graduate study: Western Carolina Teachers College

Member: Sigma Upsilon, Florida Association Teachers of Spanish

Instructor, Bessie Tift College, 1927-29; Norman Junior College, 1929-30; Bryan University, 1930-34

Instructor, Palm Beach Junior College, 1934-

**FRANKLIN A. MOODY** ----- Art, French

B.A., Florida Southern College

M.A., University of Florida

Director, Tampa Art Institute, 1947

Executive Director, Florida Art Academy, 1948

Instructor, P. K. Yonge Laboratory School, 1949-50

Instructor, Palm Beach Junior College, 1950-

**MARIAN FRANCES MORSE** ----- Psychology, Social Studies

A.B., Smith College

M.A., Florida State University

Advanced graduate study: Florida State University, Duke University

Member: Delta Kappa Gamma; Florida Academy of Sciences

Instructor, Palm Beach Junior College, 1934-

**ELIZABETH SCOTT REYNOLDS** ----- Librarian

A.B., Florida State University

A.B. in L.S., Emory University

Advanced graduate study: George Peabody College for Teachers, Columbia University

Member: American Library Association, Florida Library Association

Instructor, Arlington Hall, 1928-30

Librarian, Morrison Field A.T.C., A.A.F., 1943-45

Librarian, Palm Beach Junior College, 1945-

**LETHA MADGE ROYCE** ----- Music

B.M., M.M., Florida State University

Graduate Study: Juilliard School of Music; Biarritz American University, Biarritz, France;

University of Oslo, Oslo, Norway

Member: Kappa Delta Pi, Pi Kappa Lambda

Instructor, Palm Beach Junior College, 1949-

**LOUIS T. B. SOUTHWICK** ----- Engineering Drawing

C.E., Lafayette College

Graduate work: University of Florida

Instructor, Palm Beach Junior College, 1946-

**LAURA S. WATSON** ----- English, Speech

A.B., Greensboro College

M.A., John B. Stetson University

Advanced graduate study: Appalachian State Teachers College

Member: Theta Alpha Phi

Instructor, Stetson University, 1935-37

Instructor, Palm Beach Junior College, 1948-

## GENERAL INFORMATION

### Purposes

Palm Beach Junior College has the following six purposes:

1. To offer two years of acceptable college work.
2. To provide opportunity for individual attention to students through small classes.
3. To provide educational opportunities for many students who could not afford to attend college elsewhere.
4. To provide opportunity for young people to develop leadership and to experience the social benefits of college without severing home connections.
5. To train students to take their places in higher institutions of learning and in the business and social world.
6. To provide terminal education along vocational lines to those students who wish to enter the business or vocational world upon completion of two years of college training.

### History

In 1933 each civic club in West Palm Beach was invited to assist in the establishment of a junior college as part of the educational system of Palm Beach County, and to name two citizens from its group to serve as an advisory board to the college. The duty of this board was to meet with the administrative officers and the Board of Education to discuss the policies and operations of the college. Their services were of inestimable value to the college during the early period of its organization.

In the year 1939 the County Board of Public Instruction changed the method of choosing the Advisory Board and selected members from all sections of Palm Beach County so as to create more interest throughout the area it was designed to serve.

The 1947 session of the Florida Legislature passed an educational bill which was far reaching in its effect on the schools of the state. In enlarging the Foundation Program instituted by the 1945 legislature junior colleges were included for the first time. Palm Beach Junior College had long held a distinctive place in Florida as the first junior college in the state which was part of the educational system of an individual county. In December 1947, it became the first public junior college in Florida approved by the State Board of Education for participation in the Foundation Program.

Under the provisions of the new state law, appointment of an Advisory Committee for the college was made by the State Board. This committee, the membership of which is made up of five outstanding leaders in the cultural, business and civic life of the county, is serving the Junior College in a splendid way. At present there are members from West Palm Beach, Lake Worth and Belle Glade.

The University of Florida assisted in organizing the college by advising as to what courses to offer and by tentatively approving both courses and instructors. The college was opened in September, 1933, to a freshman class. The first grad-

uation exercises were held June 5, 1936.

The Palm Beach Junior College offers, under the jurisdiction of the County Board of Public Instruction and College Advisory Committee, two years of education in advance of the regular high school course. The subjects offered are similar to those offered at the University of Florida and the Florida State University.

In addition to adding distinction to the position of the Palm Beach Junior College in Florida, the year 1947 was epochal in other ways. It marked a great milestone in the history of the College. A new home, entirely independent of other county educational units, became a reality. From cramped and inadequate quarters, including a goodly portion of the facilities of Palm Beach High School, the college made plans to occupy a 20-acre campus with buildings valued close to \$1,000,000. The move from the former location to the spacious and unusually attractive site on the western edge of West Palm Beach was made at the close of the first semester, and on February 7, 1948, the college was operating on full schedule on the new campus.

The Palm Beach Junior College has been offering a college grade of work since its organization in 1933. It is accredited by the Southern Association of Colleges and Secondary Schools, the Florida Department of Education and both state universities in Florida. Admission to the upper division of the state universities and to almost all other colleges and universities in the United States is granted upon completion of the required courses in Palm Beach Junior College. The College is an active member of the American Association of Junior Colleges and the Florida Association of Colleges and Universities. The administrative officers and faculty maintain active membership in leading state and national educational organizations and learned professional societies in their particular fields.

## **Buildings and Equipment**

The campus of Palm Beach Junior College is situated about three and one-half miles west of the business center of West Palm Beach. Well-equipped classrooms and laboratories, adequate dormitories, spacious library, administration building, large student union building surrounded by screened porches, swimming pool, patio, snack bar, tennis courts, volleyball courts, and beautifully landscaped grounds which abound in tropical plantings, mark the campus of the Palm Beach Junior College as one of the most distinctive in the South.

The administration building, housing the offices of the President, Registrar, Dean of Men and Dean of Women, Director of Veterans Education and the general offices, is connected with many of the classrooms by halls or covered walkways. From the walkways, charming vistas revealing colorful tropical plantings abound on every side.

Classrooms being used at present are unusually large. Future plans for expansion sufficient to double the capacity of the College by the simple procedure of constructing partitions and using additional entrances have been made.

The College library is easily accessible through the administration building and other campus areas. With a separate room for periodicals and a spacious porch, in addition to the splendid facilities of the main library, this important part of the College plant and program is, under the direction of a highly trained librarian and her assistants, one of the outstanding features on the campus.

Thoroughly adequate shower, locker, and dressing rooms for both men and women are located near the pool and other facilities used in the physical education and athletic programs. Athletic fields adjoin the campus on the northwest.

Beautifully grassed areas throughout the campus, wide well paved streets, walks, and an atmosphere of calm serenity add to the many features which make the campus, general buildings, classrooms, laboratories, library and other facilities unusually distinctive.

The "snack bar" and patio, with tables in a palm lined setting, is a student rendezvous throughout the day. A "country club" atmosphere prevails wherein students may avail themselves of the opportunity for sunning or relaxing in the shade.

The student union building, or "SUB", is an unusually large building and is available for general student use, social functions, club meetings or study. Screened porches run the full extent of the building on both east and west sides.

Dormitories for both men and women are available on the campus. Living facilities are offered in suites, two students to a suite. One room of the suite is used as a bedroom while the other serves as a study and sitting room. Lounge rooms for small gatherings or for meeting callers are provided in each dormitory. Students will be admitted to residence in the dormitories only on subscribing to all College regulations and supervision of the house mother, student monitors, or others who may be in charge.

The President of the College is in residence on the campus. His home is on the same street as the main dormitories.

## **Training for Nurses**

The College offers two types of pre-nursing training as follows:

Plan A—For a student who wishes to qualify for supervisory nursing positions, two years of college training are offered. Clinic training at a recognized hospital training school follows.

Plan B—For students of the Good Samaritan Hospital Training School who wish to qualify for an R.N. Certificate, one semester of pre-clinical training is offered.

## **A Program for Veterans**

Most young men and young women whose education was interrupted or impeded by service with the armed forces are entitled to financial assistance from the United States Government in continuing or completing their education. Public Law 346 the "G. I. Bill of Rights" provides substantially for such assistance. Public Law 16 covers special provisions for those who incurred in-service disabilities.

Palm Beach Junior College is approved by the State Department of Education and the Veterans Administration for the training of veterans under the "G. I. Bill of Rights" (Public Law 346). The College, with its well-equipped shops, has ample facilities for work in the vocational field where courses are offered in aeronautical engineering mechanics, automotive engineering mechanics, con-

struction mechanics (wood), construction mechanics (metal), electronics, and printing.

The general college course meets the academic requirements of the freshman and sophomore years. Practical terminal courses, preparing for vocational efficiency in the field selected are available.

## **Public Law 346**

The G. I. Bill of Rights was enacted in the summer of 1944. It provides a wide variety of benefits for veterans. In general terms this law assures eligible veterans at least one year of education with tuition and fees, up to \$500.00, paid by the Federal Government. It also provides allowances for living expenses, during the period of education; \$75.00 per month for those with no dependents, \$105.00 per month for those who are married with one dependent, \$120.00 per month for those who are married and have two or more dependents.

Any person who meets the eligibility requirements is entitled to education or training at an approved institution for one year, or the equivalent in continuous part-time study, or for such lesser time as may be required to complete a refresher or retraining course. Upon satisfactory completion of the first year's program, except for refresher or retraining courses, a student is entitled to an additional period of education or training, not to exceed the time he or she was in active service after September 16, 1940, and before the end of the war. Active service does not include any period spent under the Army Specialized Training Program, the Navy College Training Program, or as a cadet or midshipman at one of the service academies. The total full-time training period cannot exceed four calendar years.

## **Public Law 16**

Public Law 16 provides for occupational rehabilitation of disabled veterans who have been honorably discharged and whose disability was incurred or aggravated while in the service between September 16, 1940, and the end of the war.

All costs of tuition, fees, books, and supplies will be paid by the Government.

All veterans interested in continuing their education at Palm Beach Junior College should apply to the nearest office of the Veterans Administration or to the Veterans' Counselor at the college for full information.

## ADMISSION

### Methods of Admission

There are two methods of admission:

**BY CERTIFICATE**—The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university, and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and, upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school with sixteen units, or the equivalent, will be accepted. The sixteen units offered for admission shall include a minimum of twelve academic units, three of which must be in English. The remaining nine must be distributed in at least three of the following fields: English, journalism and speech; foreign language; history and social studies; mathematics; science. A maximum of four non-academic units may be offered. Non-academic units include art, music, physical education, home economics, vocational and commercial subjects.

Three semester hours of college work may be counted back as a high school unit and may serve to remove a deficiency.

**BY EXAMINATION**.—Candidates not admitted by certificates will be required to pass written examinations upon entrance subjects. These examinations will be held at Palm Beach Junior College during the first week of each semester.

An application for admission form will be provided by the Registrar upon request. This form should be returned to the Registrar's office. The applicant should ask the principal of his high school to forward a transcript of his record as soon as possible after his graduation.

All communications regarding room assignments should be addressed to the Registrar.

### Advanced Standing

Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and an official transcript of the work done in the college or university from which they come, together with a complete statement of the subjects offered for entrance at the former school. Courses on the transcript which carry a grade of D will not be accepted for credit. The amount of credit allowed for a quarter, semester or summer term will not exceed the amount the student would have been permitted to earn during the same period of time in this College. Students who are not permitted to return to the institution they last attended will not be admitted to the Palm Beach Junior College.

### Scholastic Standard

Palm Beach Junior College regulations have been designed to insure faithful study and right conduct. All students are required to attend to their duties conscientiously as a condition of their continuance in the College.

A student who has failed or has withdrawn with failing grades in more than half of his work during the second quarter of any semester will not be permitted to register for the next succeeding semester.

Students of other colleges who have failed in more than half of their work in any quarter or semester, will not be permitted to register here for the succeeding semester.

## **Health**

Upon entrance, every student coming to the Palm Beach Junior College must present a certificate from a physician giving detailed information as to his physical condition.

The blank form for the examination will be sent out by the Registrar with other registration blanks and material to all students who have applied for admission. It is urged that it be filled out by the physician only after a thorough physical examination. All questions should be answered accurately and any handicap or abnormality noted. If the examination is not made prior to entering, it must be done before registration is completed.

A credit course in health and physical education is given all freshman students. The fundamental aims of this course are to help the student to live healthfully and to learn how to meet the most fundamental duties relating to maintenance of health and to disease prevention in the home and community.

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## Finance

The business office of the college collects all fees covering registration, dormitory rentals and service in the college dining room.

### Expenses

#### FLORIDA STUDENTS

	First Semester	Second Semester
1. For students living Off Campus		
Registration Fee .....	\$ 37.50	\$ 37.50
Student Activity Fee .....	7.50	7.50
Swimming Pool Fee .....	1.00	1.00
2. For Students Living on Campus		
Registration Fee .....	\$ 37.50	\$ 37.50
Student Activity Fee .....	7.50	7.50
Swimming Pool Fee .....	1.00	1.00
Room .....	62.50*	62.50*
Meals in Dining Hall .....	234.00*	234.00*

#### OUT-OF-STATE STUDENTS

1. For Students Living Off Campus		
Tuition .....	\$100.00	\$100.00
Registration Fee .....	37.50	37.50
Student Activity Fee .....	7.50	7.50
Swimming Pool Fee .....	1.00	1.00
2. For Students Living On Campus		
Tuition .....	\$100.00	\$100.00
Registration Fee .....	37.50	37.50
Student Activity Fee .....	7.50	7.50
Swimming Pool Fee .....	1.00	1.00
Room .....	62.50*	62.50*
Meals in Dining Hall .....	234.00*	234.00*

### Refunds

No refund for board will be made to any student for less than ten consecutive days' absence from the dining room.

Students who withdraw within the first five days of any semester, not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. (Exception: See Dining Hall Regulations, page 16.)

### Special Fees

A fee of \$2.50 is charged all students who do not complete their registration on the dates set by the college.

Students taking science courses will be charged a laboratory fee of \$5.00 per semester for each science course.

Students taking private instruction in music will be charged a fee of \$2.50 per lesson for voice and \$2.00 per lesson for piano.

\* Prices on room and meals are subject to change if conditions make it necessary.

Students who are required to repeat courses because of failure, or who wish to repeat them to raise a non-transferable grade, must secure the permission of the Registrar and pay a fee of \$2.00

A fee of \$1.00 will be charged for each course dropped during a semester.

A transcript of credits will be furnished free to students desiring to attend another college, but a charge of \$1.00 will be assessed for each additional transcript.

### **Purpose of Student Activity Fee**

The student activity fee, paid at the beginning of the semester by each student, is charged to help defray expenses connected with maintaining the following activities: athletics, college paper, college annual, dramatic productions and such social activities as may be sponsored by the college. This fee entitles the student to free admission to all college games and programs. A student activity card will be given the student when he registers. All funds which accrue from this fee are administered by the Executive Council of the Student Government.

### **Payments**

Tuition and fees must be paid at the beginning of each semester.

Applications for dormitory space should be made by August 15. A deposit of \$10.00 must accompany application.

Room and board must be paid for in advance at the beginning of each nine-week quarter. Exceptions may be made for students attending college under the "G. I. Bill." All payments should be made to PALM BEACH JUNIOR COLLEGE, West Palm Beach, Florida.

Fees for makeup examinations must be paid before the student is allowed to take the examination.

Transcripts, beyond the first one which is furnished free of charge, will not be sent until the \$1.00 charge is paid.

### **Dining Hall Regulations**

The dining hall will be open seven days a week except during the Christmas holidays.

Special permission may be granted by the Registrar to students who live near-by to spend the week-end at home. This will reduce the cost of board \$3.50 per week. A week-end means all meals on Saturday and Sunday. A student wishing to take advantage of the above privilege must spend twelve or more week-ends at home during the semester in order to get a refund. No refunds will be made until a written statement has been received by the Registrar from the Director in charge of the dormitory to the effect that said student has been absent for twelve or more week-ends. All refunds will be made by the Registrar at the end of each semester.

## ACADEMIC REGULATIONS

### Student Conduct

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of school, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves.

Government of the College is administered by the Executive Committee consisting of the President, Registrar, Dean of Men and Dean of Women. Each student, by the act of registering, obligates himself to obey all rules and regulations approved by the Committee.

### Class Attendance

A student is expected to attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. When a student has been absent from class, if he wishes to be permitted to make up his work, it is necessary for him to report to his Dean and give his reason for being absent. If the Dean finds his absence justifiable, he will give the student an absence permit to present to the particular instructor involved. All decisions made by the Deans will be final unless an appeal is made to the Executive Committee for its consideration.

### Withdrawals

A student who finds it necessary to withdraw from any course must secure from the Registrar's office a withdrawal card and have it properly filled in and signed. This procedure must be followed if the student expects to receive an honorable dismissal.

A student who withdraws from any class before the end of the first quarter of any semester will be marked "withdrawn" with no grade recorded. Students who withdraw from school or from any class after the first quarter of any semester, except upon recommendation of the College Dean or Registrar, will be given a WP (withdrew passing) or WF (withdrew failing) by the instructor in each of the classes from which he withdraws.

### Grading System

The following grading system is used in Palm Beach Junior College:

A—Excellent

I—Incomplete

B—Good

F—Failure

C—Fair

WP—Withdrew passing

D—Poor but passing

WF—Withdrew failing

### Quality Points

At the end of each semester, quality points are assigned as follows: A, 3 quality points per credit hour; B, 2 quality points per credit hour; C, 1 quality point per credit hour; D, 0 quality points per credit hour.

The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of credits.

### Dean's List

The Dean's List is posted at the end of each semester. All regular students who have made an average of 2.0 or more (B or above) will have their names placed on the Dean's List.

## Student Classification

A student is considered a sophomore when he has completed twenty-eight semester hours of credit and has earned twenty-eight quality points, regardless of the number of semesters he has been in attendance.

## Grade Reports

Reports of grades are sent to parents or guardians of nonveterans at the end of each nine weeks. Grades of veterans are mailed to them.

## Absences From Examinations

Absences from examinations count as failures unless excused by the Dean. Permission for special examinations may be granted by the Dean. For announced quarter or semester examinations missed, a fee of \$3.00 will be charged. For announced tests missed during the quarter, a fee of \$2.00 will be charged.

## SCHOLARSHIPS

### Local Scholarships

A number of scholarships are offered by local organizations to properly qualified students. Those offered by the Coca-Cola Bottling Company are based on competitive examination. The others are awarded on the basis of (1) the applicant's personal and professional worth; and (2) the applicant's need. All are gift scholarships except those offered by the Adult Education Committee of the West Palm Beach Woman's Club, which are half gift and half loan.

The award of a scholarship is made on the assumption of the student's carrying a normal load of studies through two consecutive semesters.

Information concerning scholarships listed below may be obtained from the Registrar.

**ADULT EDUCATION COMMITTEE, WEST PALM BEACH WOMAN'S CLUB:**—Two scholarships, covering all general fees (approximately \$92.00 a year each), awarded annually.

**COCA-COLA BOTTLING COMPANY:**—One two year scholarship, covering all fees (approximately \$100.00), awarded annually by competitive examination. Graduates of high school in Palm Beach, Martin and Broward Counties eligible to take examination.

**BUSINESS AND PROFESSIONAL WOMEN'S CLUB:**—This two-year scholarship covering general fees (approximately \$92.00 a year), was given for the first time for the year 1950-51 and is expected to be awarded annually to a graduate of Palm Beach High School who plans to specialize in the field of business.

**PALM BEACH POST No. 12, AMERICAN LEGION:**—Two two-year scholarships of \$100.00 a year each, to be awarded annually to graduates of any West Palm Beach high school.

**BETA THETA CHAPTER, BETA SIGMA PHI:**—One scholarship, covering general fees (approximately \$92.00), awarded annually.

**WONDER CITY LODGE No. 1, FRATERNAL ORDER OF POLICE ASSOCIATES, LAKE WORTH:**—One two-year scholarship, covering fees and textbooks (approximately \$130.00 a year), awarded annually.

## State Scholarships

**HOUSE OF REPRESENTATIVES SCHOLARSHIPS:**—In order to encourage students to prepare themselves for the teaching profession, the Legislature has pro-

vided funds for four scholarships of \$200.00 each for each representative from each county to be used for study in colleges in the State of Florida. These scholarships are open to students who promise to teach in Florida at least one year for each year the scholarship is held and who register for courses leading to a degree in education.

**SENATORIAL SCHOLARSHIPS:**—The Legislature has also provided four scholarships of \$200.00 each for every senatorial district of the state. These scholarships are granted under the same regulations as those that govern the House Scholarships except that the student, instead of teaching, may render some governmental service in Florida.

House and Senatorial scholarships are available to Palm Beach Junior College students and are granted on competitive examinations which are held in April and October of each year. Further information may be secured from the State Department of Education.

## **Vocational Rehabilitation Scholarships**

The Rehabilitation Section of the State Department of Education provides limited assistance to persons who are physically handicapped. Requirements for eligibility for this assistance are as follows: The applicant must have a permanent major physical disability, must be sixteen years old or over, must have a good scholastic record, and must take courses that will prepare him for some vocation at which he can earn a living. Applications for this assistance should be made prior to July 1 for the following year. Students who wish to apply should write to the Supervisor of Vocational Education, State Department of Education Tallahassee, Florida

## **Orientation**

In order that freshman and transfer students from other colleges may become acquainted with the campus, standards and regulations of Palm Beach Junior College before the actual opening classes, a period of orientation has been planned to assist them.

The period beginning on September 4 and extending through September 6, has been particularly designed to assist freshman students with the mechanics of adjustment and admission to college. Registration will be on September 4 and 5. Time is allowed on those days for necessary placement tests and meetings with academic counselors.

The program of acquainting students with the location of buildings, classrooms and centers of student activity, together with a series of lectures on such subjects as "The Meaning of a College Education," "What the Junior College Expects of You," "How to Study" and "Choosing a Career," will be an important part of the week's activities.

After the completion of registration, all freshmen will be required to report to the college auditorium at 9 a. m., September 6, for the first in the series of lectures and for further information as to the activities of the following days.

## **Assembly**

Assemblies are held frequently and are arranged to meet the requirements of speakers and entertainment groups appearing on the college programs.

## **Changes**

The foregoing regulations are subject to change by the Executive Committee of the College.

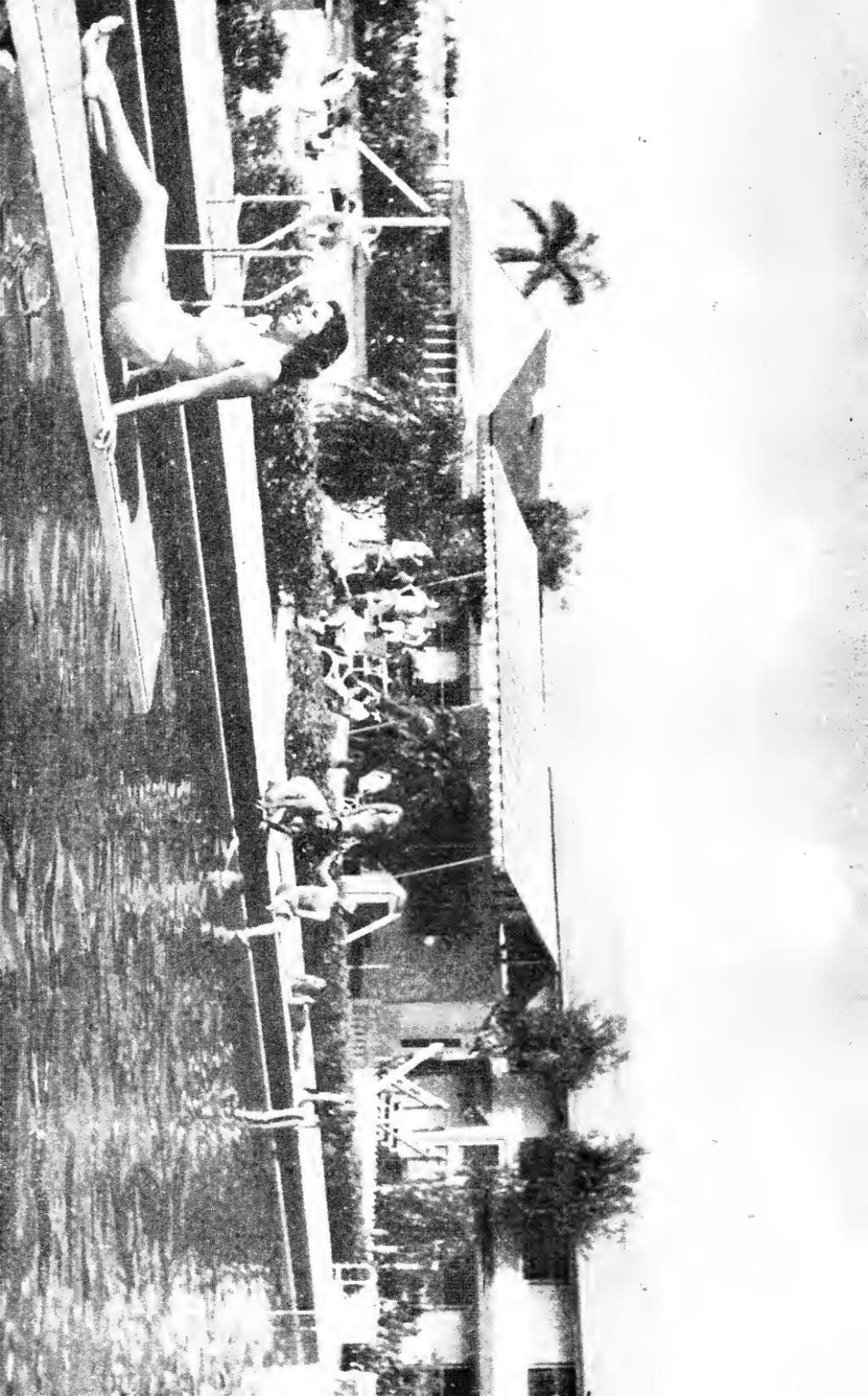
## **REQUIREMENTS FOR GRADUATION**

### **Associate in Arts**

To obtain the Title of Associate in Arts, a student must have a total of not less than sixty-four semester hours (with at least fifteen hours taken at Palm Beach Junior College) and a grade average of not less than 1.0, or C. At least fifteen of the required sixty-four semester hours must be taken in courses of sophomore rank numbered 200-299. Sciences may be counted as 100 or 200 courses. All students must take English 101-2, Social Science 101-2 and Health and Physical Education 101-2.

All freshmen, except veterans and students who have reached their twenty-fifth birthday, are required to take one year of health and physical education. The latter are not required to take physical education, but it is recommended that they do so to keep physically fit. Students may be excused from physical education when there is sufficient reason, such as illness, physical handicap, etc.





## STUDENT ACTIVITIES AND ORGANIZATIONS

### Student Government

The Executive Council of the Student Government is composed of nine members: (1) a student body president of sophomore standing elected by the student body at large; (2) the presidents of the Sophomore and Freshman classes; (3) the secretary and treasurer of the student body elected by the student body at large; (4) the Dean, Registrar, Dean of Men and Dean of Women. This council acts in an executive capacity, passing on all problems pertaining to student government.

### Religious Influences

The College endeavors to foster among students a Christianity which functions not only on the campus but also in churches and activities of the community. The local churches consider it a privilege to cooperate with the faculty and students of Palm Beach Junior College in influencing the moral life of the students. Occasional services in the little chapel are planned for resident and non-resident students.

### Dramatics

All students who wish to do so have an opportunity of participating in dramatics. The Dramatic Club, under the direction of the Department of Speech, will produce several plays during the school year.

### Debating

Practice in debating is open to all students who wish to participate. These debates will be sponsored by the Debating Club, under the direction of the English Department. From those participating, two or more teams are selected to debate with other colleges and universities as well as to participate in the Florida Open Forum in the Palm Beaches.

### Publications

The BEACHCOMBER, the college paper, is published monthly as a project of the journalism department. Students working on the staff receive practical experience in the fields of reporting, editing, and advertising.

Staff positions on the GALLEON, the college annual, are open to any member of the student body. The editor and business manager are elected by popular vote. Supervision of the publication is a responsibility of the journalism department.

### College Singers

The College Singers take part in assembly programs and other college functions and also appear before other organizations of the Palm Beaches. It is a combined activity and course for which one hour credit a semester is given.

## ORGANIZATIONS

### Honorary

Delta Omicron Chapter of PHI THETA KAPPA, a national honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character, and to cultivate fellowship among the students. Members are chosen from the upper scholastic ten percent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

### Service

The CO-ED CLUB, composed of all young women in the College, is a social and recreational organization. It sponsors parties, teas, dances and informal lectures on subjects of interest to the girl of today.

The ESQUIRE CLUB, composed of all young men in the College, is organized to promote school activities and friendliness and cooperation among its members.

### Cultural

The DEBATING SOCIETY members engage in intercollegiate meets and tournaments. Each year they debate the national intercollegiate question as the final program of the Florida Open Forum.

The PAN-AMERICAN CLUB is composed of students from the Spanish classes and is organized to promote the appreciation of Spanish literature among students of Spanish in the College.

LE CERCLE FRANCAIS is composed of students from the French classes and is organized to foster appreciation of French literature, culture, history and social ways of living.

### Social

Palm Beach Junior College has the following social organizations: Philo, Thi Del and Egalite Clubs for women; Phi Da Di and Alta Delpha Clubs for men.

### Sports

Both major and minor sports are offered, including basketball, baseball, track, tennis, swimming and golf.

The Women's Athletic Association, although modeled after the national organization in constitution and point system is made to fit the situation in PBJC. Because of warm weather during the winter season, it is possible to offer the seven sports at almost any time of the year. The physical education director for the women assists the student officers in the work of the association.

Many of the world's outstanding sportsmen have been attracted by the recreational facilities in the Palm Beaches and students have the opportunity to participate in these activities which include tennis, golf, swimming, sailing, motorboating, fishing, cycling, skating, and bowling.

## CURRICULUM

PALM BEACH JUNIOR COLLEGE OFFERS THE FOLLOWING COURSES FOR CREDIT:

Accounting 101-2 .....	6	sem.	hrs.
Accounting 201-2 .....	6	"	"
Art Appreciation 101 .....	2	"	"
Art Appreciation 102 .....	2	"	"
 Art, Commercial:			
Advertising Design 101-2 .....	6	"	"
Advertising Design 201-2 .....	6	"	"
Advertising Illustration 101 .....	3	"	"
Advertising Illustration 102 .....	3	"	"
Advertising Illustration 201-2 .....	6	"	"
Lettering 101-2 .....	4	"	"
Window Decoration and Merchandise Display 201-2 .....	4	"	"
 Art Practical:			
Interior Design 101-2 .....	4	"	"
 Bible 101 .....	2	"	"
Bible 102 .....	2	"	"
Biology 101-2 .....	8	"	"
Biology 103 .....	3	"	"
Biology 201-2 .....	6	"	"
Biology 203 .....	2	"	"
Biology 204 .....	2	"	"
Biology 205 .....	1	sem.	hr.
Business Law 201 .....	3	sem.	hrs.
Business Law 202 .....	3	"	"
Chemistry 101-2 .....	8	"	"
Chemistry 201-2 .....	4	"	"
Economics 201-2 .....	6	"	"
Education 101 .....	3	"	"
Education 102 .....	3	"	"
English 101-2 .....	6	"	"
English 201-2 .....	6	"	"
English 203 .....	3	"	"
English 204 .....	3	"	"
Engineering Drawing 101-2 .....	4	"	"
Engineering Drawing 201 .....	2	"	"
Engineering Drawing 202 .....	2	"	"
French 101-2 .....	6	"	"
French 201-2 .....	6	"	"
History 101-2 .....	6	"	"
Health 101-2 .....	1	sem.	hr.
Home Economics 101 .....	4	sem.	hrs.
Home Economics 102 .....	4	"	"
Home Economics 201 .....	4	"	"
Home Economics 202 .....	3	"	"
Insurance 101 .....	3	"	"
Insurance 201 .....	3	"	"
Insurance 202 .....	3	"	"
Mathematics 101 .....	3	"	"
Mathematics 102 .....	3	"	"
Mathematics 103 .....	3	"	"
Mathematics 104 .....	3	"	"
Mathematics 201 .....	3	"	"
Mathematics 202 .....	3	"	"

**Music:**

Music Appreciation 101-2 .....	4	sem.	hrs.
Sight Reading 103-4 .....	2	"	"
Harmony 105-6 .....	6	"	"
College Singers 107-8 .....	2	"	"
College Singers 207-8 .....	2	"	"
Music History 201-2 .....	4	"	"
Sight Reading 203-4 .....	2	"	"
Harmony 205-6 .....	6	"	"
Piano 101-2 .....	2	"	"
Piano 201-2 .....	2	"	"
Voice 101-2 .....	2	"	"
Voice 201-2 .....	2	"	"
Office Practice 201-2 .....	6	"	"
Physical Education 101-2 .....	1	sem.	hr.
Physical Education 201-2 .....	1	"	"
Physics 101-2 .....	8	sem.	hrs.
Political Science 201-2 .....	6	"	"
Psychlogy 201-2 .....	6	"	"

**Pre-Clinical Nursing:**

Anatomy 103-N .....	4	"	"
Chemistry 103-N .....	3	"	"
Child Psychology 104-N .....	1	sem.	hr.
Microbiology 103-N .....	3	sem.	hrs.
Nutrition 103-N .....	2	"	"
Psychology 103-N .....	2	"	"
Sociology 103-N .....	2	"	"
Shorthand 101-2 .....	6	"	"
Shorthand 201 .....	3	"	"
Shorthand 202 .....	3	"	"
Shorthand 202-M .....	3	"	"
Social Science 101-2 .....	8	"	"
Spanish 101-2 .....	6	"	"
Spanish 201-2 .....	6	"	"
Speech 101 .....	3	"	"
Speech 102 .....	3	"	"

**Technical Terminal Mechanics:**

Aeronautical Engineering Mechanics 101, 102, 201, 202 .....	20	"	"
Automotive Engineering Mechanics 101, 102, 201, 202 .....	20	"	"
Construction Mecchanics (metal) 101, 102, 201, 202 .....	20	"	"
Electronics 101, 102, 201, 202 .....	20	"	"
Printing 101, 102, 201, 202 .....	20	"	"
Typewriting 101 .....	2	"	"
Typewriting 102 .....	2	"	"
Typewriting 201 .....	2	"	"
Typewriting 202 .....	2	"	"

## CURRICULA

### CURRICULA LADING TO TITLE ASSOCIATE IN ARTS

The following curricula are suggested only. They presume the completion of certain prerequisites in high school, and are outlined to meet the lower division requirements at most colleges and universities. A student who expects to transfer to a senior college should consult the announcement of courses of that college to determine what courses are required. Courses of study approved by various accredited senior colleges are on file in the Registrar's office for use by students who expect to transfer to those colleges.

### GENERAL CURRICULUM

#### FIRST YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 101 .....	3	English 102 .....	3
Social Science 101 .....	4	Social Science 102 .....	4
Physical Science or Biological Science or Home Economics 101 .....	4	Physical Science or Biological Science or Home Economics 102 .....	4
Physical Education 101 .....	½	Physical Education 102 .....	½
Health 101 .....	½	Health 102 .....	½
Electives .....	4	Electives .....	4
	16		16

#### SECOND YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 201 or 203 or Foreign Language† .....	3	English 202 or 204 or Foreign Language† .....	3
Social Science .....	3	Social Science .....	3
Biological Science or Physical Science or Home Economics 101 .....	4	Biological Science or Physical Science or Home Economics 102 .....	4
Electives .....	6	Electives .....	6
	16		16

### GENERAL BUSINESS

#### FIRST YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 101 .....	3	English 102 .....	3
Social Science 101 .....	4	Social Science 102 .....	4
Accounting 101 .....	3	Accounting 102 .....	3
Biological or Physical Science 101 .....	4	Biological or Physical Science 102 .....	4
Typewriting 101 .....	2	Typewriting 102 .....	2
Health 101 .....	½	Health 102 .....	½
Physical Education 101 .....	½	Physical Education 102 .....	½
	17		17

#### SECOND YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
Office Practice 201 .....	3	Office Practice 202 .....	3
Accounting 201 .....	3	Accounting 202 .....	3
Economics 201 .....	3	Economics 202 .....	3
Business Law 201 .....	3	Business Law 202 .....	3
Electives .....	4	Electives .....	4
	16		16

† Psychology 201-202 recommended for Music Education Majors

**PRE-LAW****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 101 .....	3		English 102 .....	3	
Foreign Language .....	3		Foreign Language .....	3	
Mathematics 101 or Science 101 .....	3 or 4		Mathematics 102 or Science 102 .....	3 or 4	
Social Science 101 .....	4		Social Science 102 .....	4	
Speech 101 .....	3		Speech 102 .....	3	
Health 101 .....	1/2		Health 102 .....	1/2	
Physical Education 101 .....	1/2		Physical Education 102 .....	1/2	
	17 or 18				17 or 18

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 201 .....	3		English 202 .....	3	
Business Law 201 .....	3		Business Law 202 .....	3	
Economics 201 or Psychology 201 .....	3		Economics 202 or Psychology 202 .....	3	
Foreign Language* .....	3		Foreign Language* .....	3	
Political Science 201 .....	3		Political Science 202 .....	3	
Electives .....	2		Electives .....	2	
	17				17

**PRE-ENGINEERING****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 101 .....	3		English 102 .....	3	
Social Science 101 .....	4		Social Science 102 .....	4	
Mathematics 101 .....	3		Mathematics 102 .....	3	
Engineering Drawing 101 .....	2		Engineering Drawing 102 .....	2	
Chemistry 101 .....	4		Chemistry 102 .....	4	
Health 101 .....	1/2		Health 102 .....	1/2	
Physical Education 101 .....	1/2		Physical Education 102 .....	1/2	
	17				17

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
Physics 101 .....	4		Physics 102 .....	4	
Mathematics 201 .....	3		Mathematics 202 .....	3	
Engineering Drawing 201 .....	2		Engineering Drawing 202 .....	2	
Electives .....	8		Electives .....	8	
	17				17

**PRE-TEACHING****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 101 .....	3		English 102 .....	3	
Social Science 101 .....	4		Social Science 102 .....	4	
Foreign Language .....	3		Foreign Language .....	3	
Biological Science 101 or Physical Science 101 .....	4		Biological Science 102 or Physical Science 102 .....	4	
Health 101 .....	1/2		Health 102 .....	1/2	
Physical Education 101 .....	1/2		Physical Education 102 .....	1/2	
Education 101 .....	3		Education 102 .....	3	
	18				18

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
Social Science .....	3		Foreign Science .....	3	
Foreign Language* .....	3		Foreign Language* .....	3	
Psychology 201 .....	3		Psychology 202 .....	3	
Physical Science 101 or Biological Science 101 .....	4		Education 201 .....	3	
Electives .....	3		Physical Science 102 or Biological Science 102 .....	4	
	16				16

\*Unless two years of high school and one year of college work have been completed in one language.

**MUSIC****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Credit</b>
English 101 .....	3		English 102 .....	3
Foreign Language .....	3		Foreign Language .....	3
Sight Reading 103 .....	1		Sight Reading 104 .....	1
Harmony 105 .....	3		Harmony 106 .....	3
College Singers 107 .....	1		College Singers 108 .....	1
Applied Music .....	1		Applied Music .....	1
Health 101 .....	½		Health 102 .....	½
Physical Education 101 .....	½		Physical Education 102 .....	½
Social Science 101 .....	4		Social Science 102 .....	4
	17			17

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 201 or 203 .....	3		English 202 or 204 .....	3	
Foreign Language .....	3		Foreign Language .....	3	
Sight Reading 203 .....	1		Sight Reading 204 .....	1	
Harmony 205 .....	3		Harmony 206 .....	3	
College Singers 207 .....	1		College Singers 208 .....	1	
Applied Music .....	1		Applied Music .....	1	
Art Appreciation 101 .....	2		Art Appreciation 102 .....	2	
† Electives .....	3		† Electives .....	3	
	17				17

**PRE-HOME ECONOMICS****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 101 .....	3		English 102 .....	3	
Biological Science 101 .....	4		Biological Science 102 .....	4	
Social Science 101 .....	4		Social Science 102 .....	4	
Home Economics 101 .....	4		Home Economics 102 .....	4	
Health 101 .....	½		Electives .....	2	
Physical Education 101 .....	½		Health 102 .....	½	
Electives .....	2		Physical Education 102 .....	½	
	18				18

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
Chemistry 101 .....	4		Chemistry 102 .....	4	
Social Science .....	3		Social Science .....	3	
Psychology 201 .....	3		Psychology 202 .....	2	
Home Economics 201 .....	4		Home Economics 202 .....	3	
Electives .....	2		Electives .....	3	
	16				16

† Psychology 201-202 recommended for Music Education Majors. /

**PRE-MEDICAL TECHNOLOGY****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs. Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs. Credit</b>
English 101 .....	3	English 102 .....	3
Biology 101 .....	4	Biology 102 .....	4
Chemistry 101 .....	4	Chemistry 102 .....	4
Mathematics 101 .....	3	Mathematics 102 .....	3
Health 101 .....	½	Health 102 .....	½
Physical Education 101 .....	½	Physical Education 102 .....	½
Electives .....	2	Electives .....	2
	17		17

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs. Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs. Credit</b>
Biology 201 .....	3	Biology 202 .....	3
Psychology 201 .....	3	Psychology 202 .....	3
Physics 101 .....	4	Physics 102 .....	4
Social Science 101 .....	4	Social Science 102 .....	4
Electives .....	3	Electives .....	3
	17		17

**PRE-NURSING****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs. Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs. Credit</b>
English 101 .....	3	English 102 .....	3
Biology 101 .....	4	Biology 102 .....	4
Chemistry 101 .....	4	Chemistry 102 .....	4
Social Science 101 .....	4	Social Science 102 .....	4
Health 101 .....	½	Health 102 .....	½
Physical Education 101 .....	½	Physical Education .....	½
Electives .....	2	Electives .....	2
	18		18

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs. Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs. Credit</b>
Biology 201 .....	3	Microbiology 103-N .....	3
Chemistry 201 .....	2	Biology 202 .....	3
Home Economics 101 .....	4	Chemistry 202 .....	2
Psychology 201 .....	3	Psychology 202 .....	3
Electives .....	2	Home Economics 202 .....	3
	16	Electives .....	2
	16		16

**TECHNICAL - TERMINAL TRAINING**  
**COMMERCIAL ART**

**FIRST YEAR**

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 101 .....	3	English 102 .....	3
Art Appreciation 101 .....	2	Art Appreciation 102 .....	2
Advertising Illustration 101 .....	3	Advertising Illustration 102 .....	3
Advertising Design 101 .....	3	Advertising Design 102 .....	3
Lettering 101 .....	2	Lettering 102 .....	2
Health 101 .....	½	Health 102 .....	2
Physical Education 101 .....	½	Physical Education 102 .....	½
Social Science 101 .....	4	Social Science 102 .....	4
	17		17

**SECOND YEAR**

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 201 .....	3	English 202 .....	3
Advanced Illustration 201 .....	3	Advanced Illustration 202 .....	3
Advanced Advertising Design 201 .....	3	Advanced Advertising Design 202 .....	3
Window Decoration 201 .....	2	Window Decoration 202 .....	2
Psychology 201 .....	3	Psychology 202 .....	3
Electives .....	3	Electives .....	3
	17		17

**SECRETARIAL**

**FIRST YEAR**

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 101 .....	3	English 102 .....	3
Social Science 101 .....	4	Social Science 102 .....	4
Shorthand 101† .....	3	Shorthand 102‡ .....	3
Typewriting 101† .....	2	Typewriting 102‡ .....	2
Accounting 101 .....	3	Accounting 102 .....	3
Health 101 .....	½	Health 102 .....	½
Physical Education 101 .....	½	Physical Education 102 .....	½
	16		16

**SECOND YEAR**

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
Office Practice 201 .....	3	Office Practice 202 .....	3
Shorthand 201 .....	3	Shorthand 202 .....	3
Economics 201 .....	3	Economics 202 .....	3
Business Law 201 .....	3	Business Law 202 .....	3
Typewriting 201 .....	2	Typewriting 202 .....	2
Electives .....	2	Electives .....	2
	16		16

**MEDICAL AND DENTAL SECRETARIAL ASSISTANT****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 101 .....	3		English 102 .....	3	
Accounting 101 .....	3		Accounting 102 .....	3	
Social Science 101 .....	4		Social Science 102 .....	4	
Shorthand 101 † .....	3		Shorthand 102 ‡ .....	3	
Typewriting 101 † .....	2		Typewriting 102 ‡ .....	2	
Health 101 .....	½		Health 102 .....	½	
Physical Education 101 .....	½		Physical Education 102 .....	½	
	<b>16</b>		Electives .....	2	
					<b>18</b>

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
Chemistry 103-N* .....	3		Elem. Lab. Technique 203 .....	3	
Psychology 103-N * .....	2		Sociology 103-N * .....	2	
Shorthand 201 .....	3		Child Psychology 104-N * .....	1	
Office Practice 201 .....	3		Office Practice 202 .....	3	
Electives .....	6		Shorthand 202-M .....	3	
	<b>16</b>		Electives .....	.4	
					<b>17</b>

**LABORATORY TECHNICIAN****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 101 .....	3		English 102 .....	3	
Biology 101 .....	4		Biology 102 .....	4	
Chemistry 101 .....	4		Chemistry 102 .....	4	
Social Science 101 .....	4		Social Science 102 .....	4	
Health 101 .....	½		Health 101 .....	½	
Physical Education 101 .....	½		Physical Education 102 .....	½	
Electives .....	.2		Electives .....	2	
	<b>18</b>				<b>18</b>

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
Biology 201 .....	3		Biology 103-N .....	.5	3
Chemistry 201 .....	2		Chemistry 202 .....	3	
Electives .....	11		Electives .....	8	
	<b>16</b>				<b>16</b>

\* Open to Medical and Dental Secretaries and Nurses.

† Unless one year has been completed in high school

‡ Unless two years have been completed in high school.

**PROPERTY AND CASUALTY INSURANCE****FIRST YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 101 .....	3		English 102 .....	3	
Social Science 101 .....	4		Social Science 102 .....	4	
Accounting 101 .....	3		Accounting 102 .....	3	
Insurance 101 .....	3		Mathematics 104 .....	3	
Health 101 .....	1½		Health 102 .....	1½	
Physical Education 101 .....	1½		Physical Education 102 .....	1½	
Electives .....	3		Electives .....	3	
	—			—	
	17			17	

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
Economics 201 .....	3		Economics 202 .....	3	
Business Law 201 .....	3		Business Law 202 .....	3	
Political Science 201 .....	3		Political Science 202 .....	3	
Office Practice 201 .....	3		Office Practice 202 .....	3	
Insurance 201 .....	3		Insurance 202 .....	3	
Electives .....	2		Electives .....	2	
	—			—	
	17			17	

**SHOP MECHANICS**

The following curriculum is suggested for mechanical courses for the first year:

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>FIRST YEAR</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
English 101 .....	3		English 102 .....	3		
Mathematics 103 or 101 .....	3		Mathematics 104 or 102 .....	3		
Social Science 101 .....	4		Social Science 102 .....	4		
Health 101 .....	1½		Health 102 .....	1½		
Physical Education 101 .....	1½		Physical Education 102 .....	1½		
One mechanical engineering course, 101 .....	5		One mechanical engineering course, 102 .....	5		
	—			—		
	16			16		

**SECOND YEAR**

<b>FIRST SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>	<b>SECOND SEMESTER</b>	<b>Sem. Hrs.</b>	<b>Credit</b>
Continuation of mechanical engineering course, 201 .....	5		Continuation of mechanical engineering course, 202 .....	5	
Electives .....	12		Electives .....	12	
	—			—	
	17			17	

## COURSES OF INSTRUCTION

### Art

The courses in art are divided into two areas: the commercial courses for the student who wants to make art his vocation, and the fine and practical art courses for all students who want cultural background and useful art knowledge as general education. As an avocational interest, drawing and painting can be studied in Advertising Illustration 101-102. For creative experience in color and design, Advertising Design is open to all students.

### Commercial Art

Courses in commercial art prepare for vocational efficiency and immediate usefulness in one or several areas of advertising art such as show card lettering, sign writing, poster design, advertising design and layout, reproduction lettering, package design, advertising illustration, window decoration and merchandise display. The graduate in commercial art will be given a knowledge of the fundamental principles of the advertising arts, a grounding in skills and techniques, and a keen awareness of current practices.

**ADVERTISING ILLUSTRATION 101.** This course includes drawing the figure, animals and plants. The major emphasis is on the figure which is studied in form, structure and construction methods. Pencil, pen and ink, charcoal, wash, and sculptural techniques are used. Credit: 3 semester hours.

**ADVERTISING ILLUSTRATION 102.** This course is a continuation of 101. The major emphasis is on the drawing of objects, buildings and views. Linear and aerial perspective are studied. Representation includes both realistic and design approaches used in modern illustration. Composition is given increasing emphasis. Painting is studied and the techniques introduced in Advertising Illustration 101 are developed further. Credit: 3 semester hours.

**ADVERTISING DESIGN 101-2.** The fundamental elements of all design; line, value, color, form, space and texture are studied in principle and practice in two and three dimensional relationships, beginning with free experiment and developing into practical problems in advertising design. A variety of media and materials are used. Credit: 6 semester hours.

**LETTERING 101-2.** The study of alphabets from classic to modern provide a working knowledge of basic styles. Practice includes the copying of historic and modern forms and experimentation with original forms leading to the development of individual styles suitable for various purposes. Style and skill is developed in both direct and built up lettering with pens and brushes. Credit: 4 semester hours.

**ADVERTISING ILLUSTRATION 201-2.** (Prerequisite: Advertising Illustration 101-102) The course is concerned with the development of effective illustration in all phases of drawing. The figure is studied more thoroughly. Fashion drawing is a possible major unit. While each student is encouraged to develop his own best expression in individual style, he learns to work in the variety of current styles in demand today. Further mastery is gained in the techniques previously studied. New techniques include scratch, coquille and Ross boards, wood engraving and the use of mechanical shading devices. Credit: 6 semester hours.

**ADVERTISING DESIGN 201-2.** (Prerequisite: Advertising Design 101-2) This course has two major concerns: first, the development of advertising material for reproduction which involves visualization, layout, lettering, use of type, photography and art work based upon a knowledge of the processes of reproduction; second, the direct production of art work in posters and lettering. Greater speed, skill, and taste is developed in sign writing, show card lettering and lettering for reproduction. Poster techniques include painting, photography, stencil, air brush, linoleum and silk screen printing. Credit: 6 semester hours.

**WINDOW DECORATION AND MERCHANDISE DISPLAY 201-2.** The work of the course is primarily in three dimensions in the design, construction and arrangement of display devices and materials, and their use in the attractive presentation of merchandise. Work includes construction drawing, the construction or handling of paper, cloth, wood and other materials, paint and lighting. Credit: 4 semester hours.

### Fine Art

**ART APPRECIATION 101.** A survey course in the visual arts from remote times to the middle ages, studied in relation to the art of today. The aims are several: the cultural, to develop an understanding of art for emotional and intellectual growth; the practical, to develop artistic judgement as a basis for taste in everyday problems; and the creative, to provide valuable inspiration for the practicing artist. Credit: 2 semester hours.

**ART APPRECIATION 102.** (A continuation of Art Appreciation 101.) The material covered is the art of Europe from the middle ages to the modern, the art of the Americas and of the Far East. Credit: 2 semester hours.

### Practical Art

**INTERIOR DESIGN 101-2.** A practical course dealing primarily with the planning of your home. Principles of design and color are studied through discussion and experiment. Research provides knowledge of historic and modern styles of interior structure and furnishings. Scale drawings are made of floor plans and elevations. The aims are to provide knowledge and skills, to develop judgment and imagination needed in creating beautiful, functional and individual homes. Credit: 4 semester hours.

## Business

**ACCOUNTING 101-2.** Accounting Principles. First semester: a study of the mechanical and statistical aspects of accounting, books of record, accounts, fiscal period and adjustments, working papers, form and preparation of financial statements, followed by an intensive and critical study of the problems of valuation as they affect the preparation of the balance sheet and the income statements. Second semester: a study of the legal aspects of accounting and related problems resulting from the legal organization forms used by business: assets, liabilities, proprietorship, partnerships, corporations, capital stock, and surplus; followed by a study of the financial aspects of accounting as disclosed by an analysis and interpretation of financial statements, financial ratios and standards, their preparation, meaning, and use. Credit: 6 semester hours.

**ACCOUNTING 201-2.** Accounting Principles. (Prerequisite: Accounting 101-2 or its equivalent.) First semester: a study of a complete set of books including an accounting cycle: opening books, current entries, and closing books, with work at end of a fiscal period; social security accounting; partnerships; dissolution and reorganization of businesses; organization of corporations; corporate records; and vouchers, checks, auditing, and legal restrictions. Credit: 6 semester hours.

**BUSINESS LAW.** This course is designed for students who expect to study law or business administration or expect to enter the business world in the field of real estate, insurance and secretarial work and for those who desire a knowledge of their legal rights and obligations. The topics will be presented in a style which will be simple, direct and free from legal technicalities as much as possible so that the average student will be able to comprehend the subject matter.

**BUSINESS LAW 201.** A general introduction to law, a discussion of courts and legal procedure, law and society, definitions, classifications, systems of law based on the supreme law of the land as well as the branches of the laws: common law, ecclesiastical law, mercantile law, admiralty law, equity or chancery law and statutory law, will be included. A brief review of the tribunals for administering justice will be given as well as discussion of actions, such as ex delicto and ex contractu, which consists of writs of debt, covenant, assumpsit and detinue and other actions. Topics covering contracts, principal and agent, employer and employee, negotiable instruments, principal and surety and insurer and insured will be covered. Credit: 3 semester hours.

**BUSINESS LAW 202.** A continuation of Business Law 201. The discussion will cover bailor and bailee, carriers and shippers of passengers, vendor and vendee, relation of partnership, corporation and stockholders, real and personal property, deed of conveyance, mortgagor or mortgagee, landlord and tenant, torts, business crimes and bankrupt and creditors. Credit: 3 semester hours.

**INSURANCE 101.** Fundamentals of Insurance. A basic preparation for the more advanced courses in insurance, this course serves two needs: (1) to give students who expect to enter business a general knowledge of the subject, and (2) to lay a foundation for the future work of those entering the field of insurance as a vocation. Credit 3 semester hours.

**INSURANCE 201.** Fire Insurance. This course includes insurance coverages against loss of property by fire; consequential losses; the coinsurance principles and allied lines. Credit: 3 semester hours.

**INSURANCE 202.** Casualty Insurance. The concept of negligence; protection against claims arising from the injury of person or property of others; workmen's compensation; burglary, robbery, theft; power plant insurance; credit insurance; accident and health, form the basis of the study of casualty insurance. Credit: 3 semester hours.

**OFFICE PRACTICE 201-2.** (Prerequisite: Typewriting 101 or the equivalent.) Designed to meet the needs of the student who wants to learn how to do general office work. To those students who have acquired the skill of shorthand, the opportunity is given for transcribing letters and instructions from shorthand notes. All students have the opportunity to take dictation at the typewriter; to compose letters; to understand and carry out instructions; to strengthen and develop the desirable personal traits which businessmen consider essential, such as reliability, initiative, resourcefulness, and independent action; to learn to file through the medium of a miniature filing set; to learn to use the mimeograph; to learn general office procedure in handling checks, bills, statements, other financial forms, legal forms, incoming and outgoing mail, telegraph services, travel information, and the transportation of goods; to learn to perform the duties of a receptionist in using the telephone and meeting callers; and to prepare for a job-finding campaign. Credit: 6 semester hours.

**SHORTHAND 101-2.** (Prerequisite: One year high-school typewriting unless Typewriting 101 and Typewriting 102 are scheduled concurrently.) (No credit is given for the first semester's work to those students having one year's credit for shorthand in high school.) The objective of this course is to prepare students for the business world. For that reason, desirable personal traits and correct habits of work are stressed. Proficiency in English composition and satisfactory progress in typewriting are essential for the shorthand student. This course in shorthand demands study and practice outside of the classroom. The first semester is devoted to the fundamentals of Gregg shorthand. An opportunity to master these principles and to adapt them to fluent, rapid writing is given in the second semester. A speed of sixty to eighty words a minute on a five-minute Gregg Transcription Test (new material) shall be attained before credit is given for the course. The stenographic tools of spelling, punctuation, and grammar are reviewed throughout the year. Credit: 6 semester hours.

**SHORTHAND 201-2.** (Prerequisite: Typewriting 101-2 and Shorthand 101-2 or two years of high-school shorthand and typewriting.) Continues the preparation of the student for stenographic positions. The ultimate objectives of the course are to take and transcribe dictation with a high degree of speed and accuracy, and to produce mailable transcripts of business letters. Thus, skill in typewriting and the ability to apply a knowledge of business English are essential. The material used for dictation offers an opportunity for the development of a good business vocabulary. English composition, grammar, punctuation, and spelling are emphasized in the regular assignments. Shorthand speed is built by dictation from copy assigned as homework. Material is dictated at a speed of 60 to 120 words a minute. A speed of 100 to 120 words a minute on a five-minute Gregg Transcription Test (new matter) shall be attained before credit is given for the course. Credit: 6 semester hours.

**SHORTHAND 202-M.** A one-semester course which is an integral part of Shorthand 202 but one that is designed for the medical and dental secretarial student. Materials for dictation and transcription will contain medical and dental terminology in more common use in the offices of doctors and dentists. Credit: 3 semester hours.

**TYPEWRITING 101.** Personal Typewriting. (No credit is given for the first semester's work to those students having one year's credit for typewriting in high school.) This may serve as a terminal course in personal typewriting for those who do not intend to use the skill vocationally. Facility in the use of the keyboard by means of the touch system and the development of the correct techniques that will result in both speed and accuracy are the first objectives of the course. In addition, the work includes the following: proper erasing, use of carbon paper, typing of personal letters and envelopes and of simple business letters and envelopes, typing of stencils, tabulation, outlines, themes, programs, poems, manuscripts and quoted material, footnotes, and the bibliography for term papers. A minimum speed of thirty correct words per minute for five minutes shall be attained by the end of the semester. Credit: 2 semester hours.

**TYPEWRITING 102.** Secretarial Typewriting. (Prerequisite: Typewriting 101 or one year of high-school typewriting.) A continuation of Typewriting 101, but it is planned particularly for the secretarial student who wishes to use the skill vocationally. The work includes the following: business letters of varying form and arrangement, tabulation, telegrams, letters of confirmation, index cards, mailing lists, addresses and salutations on circular letters, and various forms of legal papers. Timed writings are given on straight-copy material and letter production. A minimum speed of forty-five correct words per minute for ten minutes shall be attained by the end of the semester. Credit: 2 semester hours.

**TYPEWRITING 201:** (Prerequisite: Typewriting 101 and Typewriting 102 or the equivalent.) This semester of work is devoted to the reconstruction and improvement of the typing skills developed in Typewriting 101 and Typewriting 102. Credit: 2 semester hours.

**TYPEWRITING 202.** Transcription. (Open only to those students enrolled concurrently in shorthand 202.) This semester of work is devoted to the development of transcription skill, which is a combination of such factors as typing ability; shorthand reading ability; knowledge of spelling, hyphenation, punctuation, grammar, and words; ability to use transcription materials properly; and ability to correct errors. Transcription skill is developed in easy stages, and the material used gradually increases in difficulty. Credit: 2 semester hours.

## Education

**EDUCATION 101.** Introduction to Education. A study of fundamental principles in education, historical view, aims and methods of education, the curriculum, the pupil population, the educative process, education as a profession. A resume of the educational philosophy of public school systems with special emphasis on the schools of Florida. Credit: 3 semester hours.

**EDUCATION 102.** Educational Psychology. Physical heredity and behavior; social heredity; the learning process; the teaching of language, mathematics, fine arts, natural and social sciences; a study of personality; the psychological solutions of educational problems. Credit: 3 semester hours.

## Engineering Drawing

**ENGINEERING DRAWING 101-2.** Freehand lettering, use of instruments and applied geometry, orthographic projections, sections and conventions, auxiliary views and revolution, pictorial drawing, dimensioning, screw threads and fastenings, working drawings, developments and intersections, charts and graphs. Credit: 4 semester hours.

**ENGINEERING DRAWING 201.** Descriptive Geometry. (Prerequisite: Engineering Drawing 101-2.) Multiview engineering drawing, auxiliary views, points and lines, plane surfaces, revolutions and polyhedrons and single curved surfaces. Credit: 2 semester hours.

**ENGINEERING DRAWING 202.** Mechanism & Kinematics. This course gives the student a working knowledge of the nature of machine motions, and how to analyze the motion of a given machine; to so proportion and arrange the parts of a machine to give a desired motion. This includes the study of linkage, cams, belts and chains, gear trains and other means of transmitting motion from the driving to the driven member. Credit 2 semester hours.

## English

The purpose of all courses offered in the English department is to increase the skill of the student in the art of communication with his fellow men, not only through correctness and effectiveness in his own expression, but through his comprehension and appreciation of the ideas of other men as expressed in the popular writing of today and in the literature of the past.

**ENGLISH 101-2.** Freshman Composition. A course designed to provide the student with knowledge of the principles of correct and effective expression, with abundant practice in the writing of various types of composition, and with skill in the comprehension of the printed page. Diagnostic tests are given to all freshmen before the opening of school, and individual weaknesses in such fundamentals as grammar, spelling, and sentence structure are corrected. Instruction and practice in the use of the library and in the technique of the research paper are provided. Selected readings are assigned for analysis and for vocabulary study, and wide reading is encouraged. First semester: Expository writing, with emphasis on the paragraph. Second semester: Creative writing, with emphasis on diction and the sentence. Required of all freshmen. Credit: 6 semester hours.

✓ **ENGLISH 201-2.** English Literature. (Prerequisite: English 101-2) A survey of the development of English literature from Beowulf to 1900. Selected classics are presented through reading, lecture, and discussion. Emphasis is placed not only on the specific classic and the personality and art of its author, but also on the various types of literature, on the general literary characteristics of the periods, and on the growth of literary interpretation and appreciation. Collateral reading, and written and oral reports are required. First semester: From Beowulf to Wordsworth. Second semester: From Wordsworth to 1900. Credit: 6 semester hours.

✓ **ENGLISH 203.** World Literature before 1900. A study of certain masterpieces of world literature from Homer to the present day with emphasis upon intellectual and cultural values. First semester only. Open to both freshmen and sophomores. Credit: 3 semester hours.

✓ **ENGLISH 204.** World Literature since 1900. A study of the development in poetry, the short story, the drama, the novel, and non-fiction during the past fifty years along with critical examination of literature appearing in current periodicals and published collections. This course is offered second semester only and is open to both freshmen and sophomores. Credit: 3 semester hours.

**JOURNALISM 101-2.** An introductory course designed to present the basic principles essential to the journalistic field. The theory of news writing, trends in the evolution of journalism and laboratory writing receive major emphasis. The BEACHCOMBER, the college publication, is the work-project undertaken by those enrolled in the course, Credit: 6 smester hours.

**SPEECH 101.** This course is designed not only to study the basic principles of effective voice production and expression by the interpretation of literature, but also to cultivate in students poise and ease in speaking through coordination of mind, body and voice. Credit: 3 semester hours.

**SPEECH 102.** In this course students learn to develop the fundamental principles underlying effective speech; master technical requirements in the various types of speech; and practice the delivery of speeches before an audience. Credit: 3 semester hours.

## Health and Physical Education

**HEALTH 101.** Personal Hygiene. This course introduces the student to the general field of personal hygiene. The subject matter includes the biological basis of life; major health problems; nutrition and growth; the choice of foods; weight and its control; digestive disturbances; dietary dangers; stimulants and narocotics; exercise, fatigue and rest. Credit:  $\frac{1}{2}$  semester hour.

**HEALTH 102.** Personal Hygiene. This course is a continuation of the general field of personal hygiene. The subject matter includes the structure, functioning and hygiene of each of the various bodily systems; specific disease prevention; the conservation of vision; sound teeth; care of skin and hair; glands of internal secretion; normal sex life; modern parenthood; science versus fads and the factors determining health. Credit:  $\frac{1}{2}$  semester hour.

One year of physical education is a requirement in Palm Beach Junior College. Sophomores can gain an additional year's credit by participation in the advanced courses.

**PHYSICAL EDUCATION 101. (Men).** Basic swimming is the prerequisite for all other activities. Proper form in the execution of the inverted breast stroke, breast stroke, side siroke, and crawl stroke, and passing of the "D" and "C" tests are required of all students before moving on to other activities. After successfully completing the swimming program, fundamentals of seasonal sports activities such as touch football, basketball, volleyball, softball and track is introduced with the ultimate objective of using these as a medium for the development of the physical and social characteristics of the individual group. Modified programs are arranged for students who have medical certificates limiting their physical education program. Credit:  $\frac{1}{2}$  semester hour.

**PHYSICAL EDUCATION 102.** (Men). A continuation of Physical Education 101. Credit:  $\frac{1}{2}$  semester hour.

All freshmen students, except veterans, and students who have reached their twenty-fifth birthday, are required to take physical education. However, it is recommended that all students take physical education to keep physically fit unless there is sufficient reason to be excused, such as illness or physical handicap.

**PHYSICAL EDUCATION 201.** (Men). (Prerequisite: Physical Education 101-2.) The course includes advanced swimming, life saving, and water polo, and a continuation of the seasonal sports begun in Physical Education 101-2. Students not only take part but assume responsibility of leadership with groups in all of these activities. Credit:  $\frac{1}{2}$  semester hour.

**PHYSICAL EDUCATION 202.** (Men). (Prerequisite: Physical Education 101-2.) A continuation of Physical Education 201. Credit:  $\frac{1}{2}$  semester hour.

**PHYSICAL EDUCATION 101.** (Women). Basic swimming is required. Proper form in the execution of the inverted breast stroke, breast stroke, side stroke and crawl stroke, and passing of the "D" and "C" tests are required of all students. Fundamentals of seasonal sports are introduced, such as volleyball, basketball, softball, soccer and tennis, with the ultimate objective being to use these as a medium for the development of physical and social characteristics of the individual and group. Modified programs are arranged for students who have medical certificates limiting their physical education program. Credit:  $\frac{1}{2}$  semester hour.

**PHYSICAL EDUCATION 102** (Women). A continuation of Physical Education 101. Credit  $\frac{1}{2}$  semester hour.

**PHYSICAL EDUCATION 201.** (Women). (Prerequisite: Physical Education 101-2.) The course includes a continuation of the seasonal sports begun in Physical Education 101-2 and advanced swimming, life saving and water ballet. Students not only take but assume responsibility of leadership with groups in all of these activities. Credit:  $\frac{1}{2}$  semester hour.

**PHYSICAL EDUCATION 202.** (Women). A continuation of Physical Education 201. Credit:  $\frac{1}{2}$  semester hour.

## **Home Economics**

**HOME ECONOMICS 101.** Elements of Nutrition. The relation of good nutrition to health. A survey of the factors influencing the ability of the individual and the family to secure and maintain good nutritional status. Credit: 4 semester hours.

**HOME ECONOMICS 102.** Elements of Clothing Construction. Selection of fabrics and designs for specific individual needs; use of commercial patterns, development of basic construction skills. Credit: 4 semester hours.

**HOME ECONOMICS 201.** Clothing Construction. Development of skills and their application. Selection and adaption of fabrics, patterns and garments to meet individual requirements. Credit: 4 semester hours.

**HOME ECONOMICS 202.** Family Relationships in Modern Living. Problems of dating and courtship; problems encountered by newly married couples in determining family goals; planning the use of income; planning for children and for satisfying family life. Open to men and women. Credit: 3 semester hours.

## Mathematics

**MATHEMATICS 101.** College Algebra. (Prerequisite: one and one-half years of high school algebra and one year of plane geometry.) Quadratic equations, systems of equations, progressions, proportions, variations, mathematical induction and the binomial theorem, logarithmic and exponential equations, graphs, permutations and combinations, probability, determinants, complex numbers, interest and annuities. Credit: 3 semester hours.

**MATHEMATICS 102.** Trigonometry. (Prerequisite: Mathematics 101 or the equivalent.) Solution of right and oblique triangles; use of logarithms in solution; solution by means of slide rule; trigonometric identities and equations; use of radians and mils in measurement; inverse functions; spherical trigonometry (right spherical triangle.) Credit: 3 semester hours.

**MATHEMATICS 103.** Elementary Mathematics. The purpose of this course is to aid those who have not had sufficient high school mathematics to pursue the regular college course. This course will be made elastic to meet the need of the class. Topics for consideration are common and decimal fractions, short methods of calculation, measurements, facts and applications of geometry, algebra, solution of quadratic equations, logarithms, and easy trigonometric problems. Credit: 3 semester hours.

**MATHEMATICS 104.** Mathematics of Business. This course is designed to train the student in essential mathematics used in business. The course includes equations; percentage application, e.g., simple and compound interest, discounts, annuities, insurance, and bonds; social security taxes, and income tax procedure. Credit: 3 semester hours.

**MATHEMATICS 201.** Analytical Geometry. (Prerequisite: Mathematics 101-2.) Algebraic study of the figures of plane geometry; cartesian coordinates and other systems, plane sections of a cone, transformation of coordinates. Credit: 3 semester hours.

**MATHEMATICS 202.** Calculus. (Prerequisite: Mathematics 201.) Variables, functions and limits, increments and derivatives; differentiation and integration, maximum and minimum values of functions; applications to problems involving area, volume, time, velocity, and acceleration. Credit: 3 semester hours.

## Modern Languages

**FRENCH 101-2.** Elementary French. This course is designed to provide a foundation for further work in the French language. The fundamental principles of grammar are supplemented by vocabulary drill, syntax, reading from easy texts, and beginning conversation in French idioms. Credit: 6 semester hours.

**FRENCH 201-2.** Intermediate French. (Prerequisite: French 101-2, two years of high school French or the equivalent.) This course consists of a rapid review of the basic rules of French grammar, plus reading of modern texts from a diversified group of French authors whose subject matter will be the basis for class discussion. Objectives of the course are: (1) to give the student a sound foundation for advanced study of the French language, (2) to increase the student's ability to read French prose and to comprehend spoken French, and (3) to encourage an appreciative understanding of French culture and customs. Credit: 6 semester hours.

**SPANISH 101-2.** Elementary Spanish. The purpose of this course is to develop an understanding of the fundamental principles of the language. Classes are con-

ducted by means of vocabulary drill, reading of easy prose selections, practice in developing mastery of pronunciation by means of classroom conversation and discussions in elemental Spanish. Credit: 6 semester hours.

**SPANISH 201-2.** Intermediate Spanish. (Prerequisite: Spanish 101-2, two years of high school Spanish or the equivalent.) This course provides a thorough review of the basic principles of grammar, increased emphasis on the acquisition of an extensive vocabulary, and a comprehensive treatment of Spanish idioms through diversified reading and conversational selections. In addition to an extended consideration of modern Spanish and Latin American prose, occasional lectures on Latin American culture, customs, and traditions will be given. Credit: 6 semester hours.

## Music

**MUSIC APPRECIATION 101-2.** A listening survey of all periods of music stressing recognition of the elements which characterize each style and relation of these styles to contemporary arts. The course comprises the study of composers and their works, orchestral instruments, and emphasis on the forms in music. Credit: 4 semester hours.

**SIGHT READING 103-4.** Music reading of rhythmic, intervallic, melodic, and simple chordal and contrapuntal materials. Melodic and harmonic dictation using treble and bass clefs. Credit: 2 semester hours.

**HARMONY 105-6.** This course is designed to give a thorough training in the melodic, harmonic, and rhythmic elements of music. Harmonization of melody and figured bass using triads, seventh and ninth chords, inversions and simple modulation. Harmonic analysis; transcription; keyboard. Credit: 6 semester hours.

**COLLEGE SINGERS 107-8.** Membership is open to all students who wish to sing from the best literature. Both accompanied and a cappella selections are included in the repertoire of the College Singers. Public concerts and broadcasts will be given at intervals during the year. Credit: 2 semester hours.

**MUSIC HISTORY 201-2.** This course presents music from its primitive beginning to the tonal structure of the present day with special attention given to the influence of the various periods upon the great composers and their music. The analysis, discussion, and illustration of all forms of music composition by means of recordings or by actual performance. Credit: 4 semester hours.

**SIGHT READING 203-4.** (Prerequisite: Sight Reading 103-4.) Study of chromatics and the singing of more difficult vocal music. Dictation is given in two, three, and four-part writing. Credit: 2 semester hours.

**HARMONY 205-6.** (Prerequisite: Harmony 105-6.) Harmonic technique based on the style of the 18th and 19th centuries; including the study of four-part writing; modulation, altered chords, and chorale harmonization. Harmonic analysis; transcription; keyboard. Credit: 6 semester hours.

## Applied Music

Instruction is offered in piano, voice, and in the orchestral and band instruments if sufficient demand is realized. The course is adjusted to the individual needs. Teaching in this area is offered through private instruction either one or two half hour lessons weekly. One hour credit for two thirty-minute lessons per week is allowed for satisfactory completion of work by students.

**PIANO 101-102.** Scales; chords; technical exercises for developing keyboard facility; sight reading; simple accompaniments; transpositions; easy compositions. Studies planned to fit the need of the individual student.

**PIANO 201-2.** Continuation of technical studies. Compositions of moderate difficulty.

**VOICE 101-2.** Posture; correct breathing; correct pronunciation; clear enunciation, and distinct articulation; accuracy in rhythm and intonation; resonance in speaking and singing. Songs of medium difficulty from old Italian composers and not too difficult English songs.

**VOICE 201-202.** Continuation of technical studies. Songs from classic and modern composers.

## Natural Sciences

**BIOLOGY 101-2.** General Biology. A course in biology not only deals with the development of both plant and animal kingdoms, but attempts to show the fundamental conceptions which underlie all life phenomena. The work therefore involves material on the nature of life with its chemical and functional implication; the study of plant life from its simplest to the highest forms; the development of the animal kingdom with constant application to human structures, functions, and problems. The parts played by heredity and environment in producing the various members of the two kingdoms are treated in some detail. This course should thus orient the student in the world of living things and also provide the foundation for any more specific work he may pursue in later years. Credit: 8 semester hours. ALBERTSON.

**BIOLOGY 103.** Subtropical Flora. A study of local plants including the preparation of herbaria and the use of keys for classification purposes. The laboratory periods will include trips for collections and observations. Credit: 3 semester hours.

**BIOLOGY 201-2.** Comparative Vertebrate Anatomy. (Prerequisite: Biology 101-2.) A course dealing with the inter-relationships of vertebrate animals, including man, from the standpoint of anatomy, embryology and paleontology. Emphasis is placed on the evolutionary succession of the various groups, and human applications are stressed. The course is essentially a laboratory course, with the dogfish and necturus being studied the first semester and the cat the second semester. Recommended for pre-professional students and prospective science majors and is designed to provide a background for further work in biological science. Credit: 6 semester hours.

**BIOLOGY 203.** Genetics. (Prerequisite: Sophomore standing and Biology 101.) A study of the mechanism and significance of heredity with emphasis placed upon human applications. Social problems, evolutionary significance and personal considerations are treated as well as the purely biological aspects of the subject. Recommended for prospective teachers, social workers, pre-professional students, prospective psychology students and those desiring a general education. Credit: 2 semester hours.

**BIOLOGY 205.** Genetics Laboratory. (Prerequisite: Biology 101-2; Corequisite: Biology 203.) Actual practice in demonstrating the principles of heredity using the fruit fly as an experimental animal. It is suggested that Mathematics 103 or its equivalent be taken before this course since a part of the work is statistical in nature. Credit: 1 semester hour.

**BIOLOGY 204.** Organic Evolution. (Prerequisite: Biology 101-2.) This course is designed for all students interested in the philosophy of origins and development of living organisms. Man and the vertebrates receive special attention. The principles of evolution are discussed from the standpoint of embryology, comparative anatomy and paleontology and the significance of the conclusions resulting are stressed. Recommended for general students, prospective teachers and biology majors. Credit: 2 semester hours.

**CHEMISTRY 101-2.** General Chemistry. This course has been designed to provide students with the basic fundamentals of general chemistry and thus to enable them to compete successfully in advanced courses. At the same time the treatment of the subject is broad enough to meet the need of the large number who do not go on in science. Throughout the course the topics are so presented that each leads to the next in logical order, thus avoiding breaks in the sustained interest and smooth presentation of the material. At appropriate places applications of chemistry to everyday life—references to agriculture, industry, and medicine—are introduced to further the student's comprehension and motivation and his appreciation of the contributions of chemistry to his world. The first semester begins with the study of general principles and fundamental concepts. An attempt is made to integrate the development of chemistry during the eighteenth and nineteenth centuries with the knowledge and concepts of atoms and molecules that the twentieth century has contributed to our understanding of the forms of matter and their chemical changes. Emphasis is placed on the current concepts of the structure of atoms and molecules, of the electron theory of valence, of the properties of solutions of electrolytes, of acids and bases, and of other subjects concerning which views have changed during recent years, but only as they are related to the views that preceded them. Considerable time is spent on chemical calculations involving the gas laws, titration, electrolytes and non-electrolytes, percentage composition and derivation of formulas. Individual laboratory work is required. The second semester is devoted largely to the study of metallic elements and their compounds. For the more advanced students, a systematic scheme for qualified analysis is developed and applied in the laboratory. Credit: 8 semester hours.

**CHEMISTRY 201-2.** Qualitative Analysis. (Prerequisite: Chemistry 101-2.) Principally a laboratory course. Here, probably more than in any other course of the chemistry curriculum, the student is placed in a position where he must depend to a considerable extent upon his own powers of observation and interpretation. To assist him, it is necessary to supply analytical procedures that give satisfactory results provided that he exercises a reasonable amount of caution. He must also be supplied with information concerning the principles and theories upon which are based the procedures he uses to separate and identify different ions. Equilibrium, solubility products, and colloids are emphasized. First semester is devoted to the detection of the cations, both known and unknown solutions being used. Second semester is devoted to the detection of the ions of the non-metals and the systematic analysis of alloys and ores. Credit: 4 semester hours.

**PHYSICS 101-2.** (Prerequisite: one and one-half years high school algebra and one year plane geometry.) Course consists of mechanics, wave motion, sound, kinetic theory, heat, electricity and magnetism, light, and an introduction to modern physics since 1900, including the properties of vibrating systems, electron radiation, spectra, cosmic rays, atomic and molecular structure, X-rays and their

application to atomic physics, radioactivity, and recent development in nuclear physics. Credit: 8 semester hours.

## Psychology

**PSYCHOLOGY 201-2.** General Psychology. An introductory course in General Psychology with emphasis on practical applications of the principles of psychology. The topics studied include the nervous system, learning, memory, habits, intelligence, emotions and the integration of the personality. The experimental work is designed to give each student an opportunity to test personal aptitude. Attention is given to application of psychological principles in social and ethical situations. Credit: 6 semester hours.

## Religion

**BIBLE 101.** The Old Testament. Introduction to the study of the Bible. The history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. The text is the English Bible in various translations, and instructor's notes. Credit: 2 semester hours.

**BIBLE 102.** The New Testament. Introduction to the study of the New Testament to include language, literature, and geography of the New Testament era, discovery of ancient manuscripts, history of modern translations, the period between the Testaments, and a harmony of the Gospels. The life of Christ in the four Gospels. The history of the early church in the Acts and Epistles. The text will be the English Bible in various translations and instructor's notes. Credit: 2 semester hours.

## Social Sciences

**ECONOMICS 201-2.** Economic Foundations of Modern Life. This course describes the organization and functioning of general economic processes, with particular emphasis upon the nature and operation of the free enterprise system. It consists of several units which show the relationship between the various principles of economic theory and the practical problems of our contemporary economy. General consideration is given to such broad subjects as: the characteristics of the free enterprise system; the organization of production and exchange; the national income and its distribution; the place of prices in our economy; and the nature of a planned economy. Specific topics for study, research, and discussion include: forms of business enterprise; money and banking; labor organization and collective bargaining; the agricultural problem; international trade; public utilities; and the role of government in international affairs. Credit: 6 semester hours.

**HISTORY 101-2.** History of Western Civilization. A survey of European civilization from the fall of Rome to the present age. During the first semester the course emphasizes the contributions made by Rome to the culture of the modern world, the growth of the feudal system and the development of the Renaissance including the religious struggles of the sixteenth and seventeenth centuries. In the second semester attention centers on the social and cultural as well as the political history, the growth of the national states, the scientific revolution, the expansion of Europe in establishing colonies and world trade and imperialism, and the conflicts arising from the political and economic developments of the nineteenth and twentieth centuries. Credit: 6 semester hours.

*Review in National*

**POLITICAL SCIENCE 201.** National Government. This unit deals with the origin, nature, and development of the Constitution, and with the organization, powers and functioning of the Presidency, the national administrative agencies, Congress and the federal courts. Throughout the course an attempt is made to discuss these matters with reference to the political parties, pressure groups, economic blocs, sectional interests, bodies of political and social opinion, and other forces which influence the process of government. Credit: 3 semester hours.

**POLITICAL SCIENCE 202.** State and Local Government; Contemporary World Politics. This unit considers the principal features of state and local government, such as: constitutions, taxation programs, law enforcement and administration of justice, problems of metropolitan areas, interstate relationships, government regulation and operation of public utilities, and public planning. This unit also consists of a general analysis of the problems and forces present in international relations today, with an examination of the current policies and interests of the great powers in dealing with post-war conditions. Credit: 3 semester hours.

**SOCIAL SCIENCE 101-2. DEVELOPMENT OF AMERICAN INSTITUTIONS.** A study of social change against a background of historical perspective and the reflection of American thought in the development of economic life, the government, technology, family life, education and religion of the United States. Careful attention is paid to the history of the U. S. as it pertains to the changing functions of American institutions and to the problems arising from these changes. Credit: 8 semester hours.

### Pre-Clinical Nursing

Classes entering the Good Samaritan Hospital Training School are assigned to Palm Beach Junior College for one semester for the completion of required academic work. Upon completion of their work they leave the campus and enter upon the clinical and professional phases of their training at the Hospital. Students interested in nurses training should consult the Director of Nurses at Good Samaritan Hospital, West Palm Beach, Florida.

ACADEMIC COURSES	Sem. Hrs. Credit
Microbiology 103-N	3
Chemistry 103-N	3
Psychology 103-N	2
Child Psychology 104-N	1
Sociology 103-N	2
Anatomy 103-N	4
Nutrition 103-N	2
Physical Education 101	½
	17½

*Causing 1937-1938 school year*

**MICROBIOLOGY 103-N.** A course for student nurses including history of microbiology; methods of destroying micro-organisms in the control of communicable diseases; infection and resistance; microbiology of important infectious diseases. Laboratory work deals with the morphology and identification of organisms. Students other than nurses may be permitted to enter this course. (Not recommended for pre-medical students.) Credit: 3 semester hours.

**CHEMISTRY 103-N.** Due to the limited amount of time available for chemistry in the nursing curriculum, the course is divided into three parts. Part I is designed to be a general introduction to those laws and concepts of chemistry that are necessary for an understanding of the material presented in the second part. Part II is a discussion of physiological and pathological chemistry. As far as possible, the course includes discussions of the application of chemistry to the diagnosis and treatment of human diseases. Part III contains a number of carefully selected laboratory experiments that correlate closely with the lecture division of the course. Credit: 3 semester hours.

**PSYCHOLOGY 103-N.** An elementary course which aims to give the student an insight into human behavior and the principles involved in habit formation, learning and personality adjustment, that she may develop better control of her own personal and professional relationships, and a deeper sympathy and understanding of her patient in his adjustment to his illness; to teach the student to appreciate the relationships between mental and emotional attitudes and reactions, and the effects of human motives and drives on behavior. It is taught by means of illustrative lectures, laboratory demonstrations and experiments, class discussions and projects. Credit: 2 semester hours.

**CHILD PSYCHOLOGY 104-N.** A one-semester course in child growth and development. The course begins with a description of the new born and a discussion of the factors, learning and growth, in the development of the individual. Topics particularly discussed are: routine physical habits; motor development; language development; development of social behavior; emotional development; growth of understanding; imaginative activities; interests, ideals and morals; growth of intelligence; and personality patterns. Problems of adjustment are mentioned and discussed in connection with each topic. Credit: 1 semester hour.

**SOCIOLOGY 103-N.** A one-semester course designed to introduce the field of sociology and to present those social problems of particular interest to the nursing profession. The cultural and social factors are discussed in relation to their importance in the development of the individual. American social institutions are introduced with particular emphasis upon the family—its functions and its problems. A study is also made of the community and its problems, with special emphasis upon health problems. Credit: 2 semester hours.

**ANATOMY AND PHYSIOLOGY 103-N.** Planned to give the student a knowledge of the normal development, microscopic and gross structures and functions of the various systems of the human body; to give an appreciation of bodily efficiency through factors which adjust their functions to each other in relation to the well-being of the whole; to acquire the ability to apply physiological principles, and to form the basis for subsequent courses related to nursing. It is correlated throughout the course with nursing arts, chemistry, microbiology, pharmacology and psychology. It is taught by means of illustrated lectures, class discussions, laboratory demonstrations and dissection of animals, animal specimens and specimens obtained from the autopsy department. Students other than nurses

may be permitted to enter this course. (Not recommended for pre-medical students.) Credit: 4 semester hours.

**NUTRITION 103-N.** Foods and Cookery. The subject matter of this course consists of fundamental principles of nutrition, the composition, preparation, digestion, absorption, and metabolism of foods, their application in promoting growth and maintaining health, as they apply to the nurse's patient, her family and herself. Emphasis is placed upon the normal diet and the effects of a deficient or abundant supply of the food essentials. It is taught by means of lectures, class discussions, laboratory demonstrations, and practice. Credit: 2 semester hours.

### **Technical Terminal Mechanics**

**AERONAUTICAL ENGINEERING MECHANICS 101-2, 201-2.** Course consists of theory and practice in aircraft and aircraft engine mechanics for all types of aircraft. Upon completion, student is ready for Civil Aeronautics Administration examination, given at Washington, D. C. Content of course stresses instruments and radio equipment, fuel systems, fabrics, doping, rigging and the application of mechanical drawing, woodwork, welding, riveting, heat treating, and sheet metal. Also engine operation, overhaul, repair, installation, carburetion, and lubrication, and propeller work. Credit: 20 semester hours.

**AUTOMOTIVE ENGINEERING MECHANICS 101-2, 201-2.** Course consists of testing the performance of automotive equipment, such as the efficiency of engines and brakes. Also operation in overhaul of automotive power plants and accessories such as carburetors, generators, starters, transmissions, and differentials. Credit: 20 semester hours.

#### **CONSTRUCTION MECHANICS (Wood) 101-2, 201-2.**

**BOATBUILDING:** Course consists of lofting procedures and methods, including making of templates and patterns, framing, setting up, planking, hull dressing and finishing, sparmaking, jointer work, motor installation, plumbing, and sail rigging. The student will develop skills in the use of hand and power driven wood working machine tools such are found in an up-to-date boat yard, and also the art of applying these skills in the building of boats from tables of offsets and specifications as supplied by the naval architect. The student will be taught methods of construction, repair, and maintenance of small wooden marine craft, so that he may develop appreciation for good workmanship, tools and their proper care, fair lines, and graceful design. Credit: 20 semester hours.

**CABINET MAKING AND MILLWORK:** Course consists of instruction in hand tools and machine processes involved in the fabrication, assembly, and finishing of built-in furniture. Millwork practices involved in the production of molding, flooring, doors, and window frames; also furniture designing, both modern and antique. Credit: 20 semester hours.

**CONSTRUCTION MECHANICS (Metal) 101-2, 201-2.**

**MACHINE SHOP:** Course consists of training in skills of operation, setting and adjusting lathes, milling machines, planers, shapers, drill presses, power saws, and DoAll metal working machines; electric and acetylene welding, as related to the machinist's trade. It also includes instruction in working properties of metals. Credit: 20 semester hours.

**SHEET METAL:** Course consists of instruction and practice in the fabrication, assembling, altering, repairing, and installing of sheet metal articles and equipment; pattern drafting and layout for template construction in sheetmetal. Credit: 20 semester hours.

**WELDING:** Course of instruction as taught is a combination course consisting of acetylene welding and electric arc welding. The training includes the skills and techniques used in industry for light aircraft or heavy welding, and follows the specific testing programs that have been developed by the Army and Navy Bureau of Standards. The various types of metals are studied, and a certain amount of metallurgy is taught. Light and heavy equipment used in both acetylene and arc welding courses is available. Credit: 20 semester hours.

**ELECTRONICS 101-2, 201-2.** Electricity and radio repair and maintenance. Course of instruction includes training in the theory and practice of making inspections, adjustments, and repairs of medium and low powered radios, and of transmitting and receiving equipment in methods of replacing defective parts; in maintenance work on all types of transmitters and radio sets; and in layout, assembly, and installation of electrical fixtures, apparatus, control equipment, and wiring used in the alarm, radio, communication, light and power systems of buildings and other construction projects. The student is given experience in blueprint reading, in sketching to specifications, and in the use of the electrical panel board, switch box, pull box, and other types of equipment that are used in the framing of buildings, as well as in the use of hand tools and machines common to the trade. Credit: 20 semester hours.

**PRINTING 101-2, 201-2.** Course consists of instruction in bindery techniques and procedures of the composing room, press room, and bindery. In the composing room, the regular course of study of the International Typographical apprenticeship training of printers is followed closely in hand composition, linotype machine composition, make-up, lock-up, and the imposing of book forms. The student also receives instruction in layout and color design. In addition to composing room procedures, the student learns to operate and maintain cylinders, automatic job cylinders, and platen presses, as well as folding machines, perforation, and punching machines, paper cutting, and trimming machines. Credit: 20 semester hours.

**ROSTER OF STUDENTS—1950-51****SOPHOMORES**

Akins, Carl Emory, West Palm Beach, Fla.  
 Allen, Jean Randall, West Palm Beach, Fla.  
 Anderson, Jo-Ann Ellen, Lantana, Fla.  
 Archibald, Mary Louise, Lake Park, Fla.  
 Baker, Jean, West Palm Beach, Fla.  
 Barlitt, Harl S., Ft. Lauderdale, Fla.  
 Bass, Richard Boynton, Ft. Pierce, Fla.  
 Bates, Juanita Ray, West Palm Beach, Fla.  
 Bayer, Virginia Lee, Riviera Beach, Fla.  
 Beaty, Forest C., Lake Worth, Fla.  
 Bernhold, Inge, Lake Worth, Fla.  
 Biegick, Beverly Ann, Lake Worth, Fla.  
 Blankenship, William R., Lake Park, Fla.  
 Bohanan, William Jasper, West Palm Beach, Fla.  
 Boyle, Owen, Delray Beach, Florida  
 Bradshaw, John F., Lake Worth, Fla.  
 Brinkerhoff, George, Palm Beach, Fla.  
 Burden, Herbert Garnet, West Palm Beach, Fla.  
 Burnett, Grant V., Jr., Lansing, Mich.  
 Butler, George Harden, West Palm Beach, Fla.  
 Campbell, Shirley Claire, South Bay, Fla.  
 Canter, Fayette, West Palm Beach, Fla.  
 Christian, James Todd, West Palm Beach, Fla.  
 Coleman, Alice D., Lake Worth, Fla.  
 Collision, Harry W., Riviera Beach, Fla.  
 Colvert, DeLynn C., West Palm Beach, Fla.  
 Conner, Blair Doyle, Lake Worth, Fla.  
 Copeland, Gene Monroe, Melbourne, Fla.  
 Crocker, Gerald S., Lake Worth, Fla.  
 Cunningham, Shirley P., West Palm Beach, Fla.  
 Davis, Robert C., West Palm Beach, Fla.  
 Denison, Edward F., Ft. Pierce, Fla.  
 Deutsch, Eileen R., Hollywood, Fla.  
 Dollard, Peter Kevin, West Palm Beach, Fla.  
 Dugan, Edward Curry, West Palm Beach, Fla.  
 Eastes, Ronald L., West Palm Beach, Fla.  
 Eastin, Leroy Kerr, Lake Worth, Fla.  
 Ebright, Margene Lou, West Palm Beach, Fla.  
 Edwards, William T., Lake Worth, Fla.  
 Ewing, Stanley Soule, West Palm Beach, Fla.  
 Fanning, Mary Louise, West Palm Beach, Fla.  
 Filomena, Lawrence F., West Palm Beach, Fla.  
 Fowles, Ruth Mary, West Palm Beach, Fla.  
 Freiwald, Joseph Leo, West Palm Beach, Fla.  
 Frier Jr., Alvah H., West Palm Beach, Fla.  
 Froelich, Shirley B., West Palm Beach, Fla.  
 Gaffney, Charles T., Washington, D. C.  
 Gauger, Richard Otto, West Palm Beach, Fla.  
 Gentry, Curtis Grover, West Palm Beach, Fla.  
 Gillotte, Fred R., Lake Worth, Fla.  
 Godwin, Wilma E., West Palm Beach, Fla.  
 Gray, Jack Nelson, West Palm Beach, Fla.  
 Green, Cynthia Lea, Riviera Beach, Fla.  
 Green Jr., Ralph E., West Palm Beach, Fla.  
 Grenouillou, Roland L., West Palm Beach, Fla.  
 Grotke, James Edward, Lake Worth, Fla.  
 Groenstein, Warren, West Palm Beach, Fla.  
 Guthrie, William, Lake Worth, Fla.  
 Harper, Martha Ann, West Palm Beach, Fla.  
 Haughton, Jeanne, West Palm Beach, Fla.  
 Henry, Clark, West Palm Beach, Fla.  
 Herbert, Eva Jane, West Palm Beach, Fla.  
 Hoyt, Henry William, Lake Park, Fla.  
 Jacobs, Alton Mearle, Lake Worth, Fla.  
 Jones, Henry Joseph, Lake Worth, Fla.  
 Jordan, Audrey, West Palm Beach, Fla.  
 Kerr, Mary Master, West Palm Beach, Fla.  
 Kirk, Betty Aileen, West Palm Beach, Fla.  
 Knox, Mary Louise, West Palm Beach, Fla.  
 Lassiter, Jack W., West Palm Beach, Fla.  
 LeRoy, Robert, Lake Worth, Fla.  
 Lloyd, Judson Lee, Belle Glade, Fla.  
 Lockmiller, W. Laverne, West Palm Beach, Fla.  
 Lutz, Raymond Paul, Riviera Beach, Fla.  
 Lynch, Suzanne Ruth, Ocean City, Maryland.  
 McCurdy, Allen Wood, Pompton Plains, N. J.  
 McGarry, Mary Ellen, Lake Worth, Fla.  
 McLaughlin, Millicent, Miami, Fla.  
 Meyer, Arthur C., Boca Raton, Fla.  
 Meyer Jr., Charles L., West Palm Beach, Fla.  
 Mitchell, James, West Palm Beach, Fla.  
 Mizell, Robert Scott, West Palm Beach, Fla.  
 Monson, Richard, Lake Worth, Fla.  
 Moody, James Gordon, West Palm Beach, Fla.  
 Morgan, Thomas Harvey, West Palm Beach, Fla.  
 Morstadt, Edward, Lake Worth, Fla.  
 Murray, Patricia H., Lake Worth, Fla.  
 Nelson, Harold E., West Palm Beach, Fla.  
 Newell, Marjorie P., West Palm Beach, Fla.  
 Owens, Louis Henry, Lake Worth, Fla.  
 Percy, Walter Descombe, West Palm Beach, Fla.  
 Rayburn, Ann, West Palm Beach, Fla.  
 Reaves, Johnny W., West Palm Beach, Fla.  
 Reed, Mary Frances, West Palm Beach, Fla.  
 Richert, Grace J., West Palm Beach, Fla.  
 Richter, Wallace E., Lake Worth, Fla.  
 Robinson, Joan, West Pal mBeach, Fla.  
 Rogers, Jr., Arden Duncan, West Palm Beach, Fla.  
 Ronyak, Dennis Andrew, Burton, Ohio  
 Saccomani, Ornajane, West Palm Beach, Fla.  
 Saunders, Jr., Guy Earl, Lake Worth, Fla.  
 Seitz, Arthur Charles, West Palm Beach, Fla.  
 Sheffield, Arthur Arlyn, West Palm Beach, Fla.  
 Simpson, James Farley, West Palm Beach, Fla.  
 Sloan, Mary Carolyn, Lake Park, Fla.  
 Sloan, Sandy Carter, West Palm Beach, Fla.  
 Suiter, John, West Palm Beach, Fla.  
 Swift, Alfred Robert, Ft. Lauderdale, Fla.  
 Talbot, Arden S., West Palm Beach, Fla.  
 Talley, Maxine, Highlands, N. C.  
 Thompson, James Edward, West Palm Beach, Fla.  
 Tice, Janice Charles, West Pal mBeach, Fla.  
 Trent, Harry, West Palm Beach, Fla.  
 Vanstrum, Vincent, West Palm Beach, Fla.  
 Venable, Thress Eliz., West Palm Beach, Fla.  
 Wala, Mary Beth, West Palm Beach, Fla.  
 Westervelt, Eleanor, West Palm Beach, Fla.  
 Williams, Shirley K., Lake Worth, Fla.  
 Wilmot, Mary Ann, West Palm Beach, Fla.  
 Womersly, Shirley, Lake Worth, Fla.  
 Wood, Howard Roe, West Palm Beach, Fla.  
 Wright, David Inghis, Lake Worth  
 Yelton, George, West Pal mBeach, Fla.  
 Yelverton, Samuel E., West Palm Beach, Fla.  
 Zarou, Georgette, West Palm Beach, Fla.  
 Zickler, Lois Audrey, Ft. Lauderdale, Fla.

# ROSTER OF STUDENTS—1950-51

## FRESHMEN

Almore, Mary Grace, West Palm Beach, Fla.  
 Anderson, Carl Seth, Delray Beach, Fla.  
 Anderson, Ivor John, Lantana, Fla.  
 Anderson, Russell, Lake Worth, Fla.  
 Arkin, Herman, West Palm Beach, Fla.  
 Asklof, Robert Donald, Lake Worth, Fla.  
 Atwater, Mary Frances, Lake Worth, Fla.  
 Bagwell, Wesley R., Hanover, North Dakota  
 Baird, Edward, Ft. Lauderdale, Fla.  
 Baker, Ruth, West Palm Beach, Fla.  
 Barger, Peggy Louise, West Palm Beach, Fla.  
 Bass, Beverly, Pasadena, Calif.  
 Beach, Judith Marie, Lantana, Fla.  
 Beloin, Ray Arthur, Pal mAcres, Fla.  
 Bennett, Donna Jean, Eustis, Fla.  
 Berry, Jacquelyn, Belle Glade, Fla.  
 Beveridge, Robert C., Lake Worth, Fla.  
 Berry, Jerryld C., Lake Worth, Fla.  
 Bissell, Meredith, Lake Worth, Fla.  
 Blackledge, Martha, Lake Worth, Fla.  
 Boardman, Harry C., Lake Worth, Fla.  
 Bodman, Barbara, West Palm Beach, Fla.  
 Bohmer, Carol Lynn, West Palm Beach, Fla.  
 Bowery, Herman Belvie, West Palm Beach, Fla.  
 Brindle, Mary, Ft. Lauderdale, Fla.  
 Brooker, Robert, West Palm Beach, Fla.  
 Brooks, Beach, Stuart, Fla.  
 Brouillette, Mary Lucy, West Palm Beach, Fla.  
 Brosseit, Wayne, Lake Worth, Fla.  
 Brown, Billy Ray, West Palm Beach, Fla.  
 Brown, Byron Henry, Lake Worth, Fla.  
 Buchek, Joseph J., Riviera Beach, Fla.  
 Burchfield, Shirley, St. Augustine, Fla.  
 Burg, Norman, Loxahatchee, Fla.  
 Burg, Roger Arthur, West Palm Beach, Fla.  
 Burnett, Marilyn, New Haven, Conn.  
 Calloway, Barbara, Boynton Beach, Fla.  
 Carter, June, Sarasota, Fla.  
 Carter, Virginia, Lake Worth, Fla.  
 Cave, Barbara C., West Palm Beach, Fla.  
 Christenson, Dorothy, West Palm Beach, Fla.  
 Cianfrone, Virginia, West Palm Beach, Fla.  
 Ciasca, Barbara Joan, West Palm Beach, Fla.  
 Clinton, Ruth Evelyn, West Palm Beach, Fla.  
 Coggan, Robert Thomas, Boca Raton, Fla.  
 Coles, Marilyn V., Lake Worth, Fla.  
 Cohen, Ronald, Lake Worth, Fla.  
 Colon, Rosario, Santurce, Puerto Rico  
 Courson, Clifford, West Palm Beach, Fla.  
 Cross, Joyce, West Palm Beach, Fla.  
 Dalbon, Anthony, West Palm Beach, Fla.  
 Dancy, Louise May, West Palm Beach, Fla.  
 Davis, Virginia Ann, West Palm Beach, Fla.  
 Deason, Jane Ann, West Palm Beach, Fla.  
 Denton, William K. Delray Beach, Fla.  
 Derryberry, William, Lake Worth, Fla.  
 Dew, Jr., Randolph, West Palm Beach, Fla.  
 DeWageneire, Catherine, Jensen Beach, Fla.  
 Dobbins, John Lee, West Palm Beach, Fla.  
 Dollard, David Kerry, West Palm Beach, Fla.  
 Duchaine, Jacqueline, Lantana, Fla.  
 Duxbury, Charles Q., Lake Worth, Fla.  
 Ebersold, Johnny M., Lantana, Fla.  
 Evans, Howard, West Palm Beach, Fla.  
 Fales, Clifford, Lake Worth, Fla.  
 Fleisher, Charlene Joanne, West Palm Beach, Fla.  
 Fanning, Patricia, West Palm Beach, Fla.  
 Flora, William, Lake Worth, Fla.  
 Force, Joanne, Boynton Beach, Fla.  
 Fountain, Charles, West Palm Beach, Fla.  
 Frazier, Elton, West Palm Beach, Fla.  
 Fulton, Robert H., Lake Worth, Fla.  
 Garver, Patricia, Lake Worth, Fla.  
 Gall, Marion, Lake Worth, Fla.  
 Gaya, Richard, Palm Beach, Fla.  
 Giel, Cherie, Lake Worth, Fla.  
 Green, Lillian, Fellsmere, Fla.  
 Green, III, Elvin E., Lake Worth, Fla.  
 Guy, Joan, West Palm Beach, Fla.  
 Gwynn, Charles Bufford, Delray Beach, Fla.  
 Haller, Howard D., West Palm Beach, Fla.  
 Hardin, Joan, West Palm Beach, Fla.  
 Hartman, Clarence, West Palm Beach, Fla.  
 Hausrath, Betty Lenore, West Palm Beach, Fla.  
 Heston, Charlotte Anne, West Palm Beach, Fla.  
 Hill, William C., West Palm Beach, Fla.  
 Holt, Mary Louise, West Palm Beach, Fla.  
 Humphrey, Edward Donald, West Palm Beach,  
 Hutchinson, II, James F., Ft. Pierce, Fla.  
 Jensen, Patsy, West Palm Beach, Fla.  
 Johnson, Doran, West Palm Beach, Fla.  
 Johnson, Maureen, West Palm Beach, Fla.  
 Kairalla, Robert, West Palm Beach, Fla.  
 Kalil, George Laba, West Palm Beach, Fla.  
 Kaufman, Ronald, West Palm Beach, Fla.  
 Keels, Donald W., West Palm Beach, Fla.  
 Kelly, Patricia, West Palm Beach, Fla.  
 Kelly, Jr., William H., Lake Worth, Fla.  
 Kent, Joanne, Belle Glade, Fla.  
 Keifer, Edith Jane, Lake Worth, Fla.  
 Kotick, Ronald, West Palm Beach, Fla.  
 Kreiser, Beth Ann, West Palm Beach, Fla.  
 Kuenneth, Chris G., Ft. Pierce, Fla.  
 Lamoureux, Alice King, South Bay, Fla.  
 Lathrop, Merriam E., West Palm Beach, Fla.  
 Laukka, Allan, Warren, Maine  
 Lee, Barbara Grant, Lake Worth, Fla.  
 Lethio, Judith Ann, Lake Worth, Fla.  
 Levitre, Jr., Joseph, West Palm Beach, Fla.  
 Lewis, Mary Ann, Boynton, Beach, Fla.  
 Lifsey, Truman Walter, West Palm Beach Fla.  
 Liggett Dorothy, Palm Beach, Fla.  
 Linfield, Patricia, Lake Worth, Fla.  
 Lober, Helen, Palm Beach, Fla.  
 Logsdon, Donald N., West Palm Beach, Fla.  
 Ludwig, Joan Estelle, West Palm Beach, Fla.  
 Lynn, Jeanne Helen, Lake Worth, Florida  
 MacIntosh, David Lind, Lantana, Fla.  
 Marshall, Charlotte Sue, West Palm Beach, Fla.  
 Marshall, Claude Eugene, West Palm Beach, Fla.  
 Marshall, Florence, West Palm Beach, Fla.  
 Mathews, III, Robert Fe., Novelty, Ohio  
 Mathison, Raymond, West Palm Beach, Fla.  
 McClung, Mary Wanda, West Palm Beach, Fla.  
 McNatt, Mary E., Ft. Lauderdale, Fla.  
 Meece, Margie Ann, West Palm Meach, Fla.  
 Mendel, Roberta Courtney, West Palm Beach  
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 Milling, Franklin E., West Palm Beach, Fla.  
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 Moore, Cecil Lee, Stuart, Fla.  
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 Murphy, George Samuel, South Bay, Fla.  
 Murrill, Maxine Ryan, Ft. Pierce , Fla.  
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 Naile, Fred, West Palm Beach, Fla.  
 Nelms, D. C., Belle Glade, Fla.  
 Nicholson, James, Riviera Beach, Fla.  
 Nye, John Francis, Palm Beach, Fla.  
 Oen, Donald Robert, West Palm Beach, Fla.  
 Olsson, Linnea, Boca Raton, Fla.  
 Organ, William Salo, West Palm Beach, Fla.  
 Parke, Anne Jeannette, West Palm Beach, Fla.  
 Parlamento, Daniel G., West Palm Beach, Fla.  
 Patterson, William, West Palm Beach, Fla.  
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 Phillip, Gertrude, Miami, Florida  
 Powers, James Henry, West Palm Beach, Fla.  
 Pullum, Richard Ward, West Palm Beach, Fla.  
 Quinn, Shirley, Birmingham, Mich.  
 Reitz, Herman Eugene, Stuart, Fla.  
 Rhudy, James Phoebus, West Palm Beach, Fla.  
 Riddle, John, West Palm Beach, Fla.

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### FRESHMEN

Roach, Genevieve, Lake Worth, Fla.  
 Robertson, James Wesley, Lake Worth, Fla.  
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 Rosenwald, Harris, West Palm Beach, Fla.  
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 Rowley, Julian M., West Palm Beach, Fla.  
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 Saportia, Donald, West Palm Beach, Fla.  
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 Simonson, Dawn Delores, Palm Beach, Fla.  
 Skaggs, Peggy, Neon, Kentucky  
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 Spiro, David, Riviera Beach, Fla.  
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 Strong, Milton Elfer, West Palm Beach, Fla.  
 Stroud, Georgene Miller, West Palm Beach, Fla.  
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 Sumner, Crystelle, Miami, Fla.  
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Thornton, Luanne Ellen, West Palm Beach, Fla.  
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 Wanlass, Mauna, West Palm Beach, Fla.  
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 Winter, Eugene Arthur, West Palm Beach, Fla.  
 Winters, Roger Norman, Riviera Beach, Fla.  
 Wood, Malcolm Hugh, West Palm Beach, Fla.  
 Wright, William Thomas, Lake Worth, Fla.  
 Young, Peter, West Palm Beach, Fla.  
 Zentz, Robert, West Palm Beach, Fla.  
 Zollner, Sally S., Lake Worth, Fla.

### SPECIALS

Butler, Carol Scuran, West Palm Beach, Fla.  
 Carrasco, Lucia, Bogota, Colombia  
 Case, Clarence Robert, West Palm Beach, Fla.  
 Depenbrock, Alice, Ft. Lauderdale, Fla.  
 Dopfer, Hilde, West Palm Beach, Fla.  
 Echavarria, Lia, Medellin, Colombia  
 Febres, Emilio, Medellin, Colombia  
 Galindo, Nelly, Ibaque, Colombia  
 Garcia, Humberto, Medellin, Colombia  
 Gingras, Paul Andre, Quebec, Canada  
 Gomez, Isabel, Bogota, Colombia  
 Gomez, Jamie, Medellin, Colombia  
 Hamner, Robert Craig, West Palm Beach, Fla.  
 Johnson, Delia, Lake Worth, Fla.  
 Laverde, Cecilia, Bogota Colombia  
 Lopez, Luz, Medellin, Colombia  
 Martelo, Mercedes, Cartagena, Colombia  
 McClure, Hulda, West Palm Beach, Fla.  
 McCrackin, Carleton E., Lantana, Fla.

Meisl, Helen, Barranquilla, Colombia  
 Moffitt, Rosane, West Palm Beach, Fla.  
 Molina, Consuelo, Medellin, Colombia  
 Moreno, Magdalena, Medellin, Colombia  
 Olesen, Devon Ann, West Palm Beach, Fla.  
 Ospina, Diva, Ibaque, Colombia  
 Restrepo, Rosa, Medellin, Colombia  
 Richner, Russell, Lake Worth Fla.  
 Riviera, Hipolita, Ibaque, Colombia  
 Rodriguez, Silvio Raul, Bogota, Colombia  
 Sanchez, Columbia, Cali, Colombia  
 Silva, Amalia, Ibaque, Colombia  
 Smith, Pearl Louise, West Palm Beach, Fla.  
 Stillman, II, Charles Wm., Highland Park, Mich.  
 VanVorhees, Wayne, West Palm Beach, Fla.  
 Vargas, Isabel, Bogota, Colombia  
 Vigard, Shirley, New York City  
 Villar, Renee Martin, Paris France

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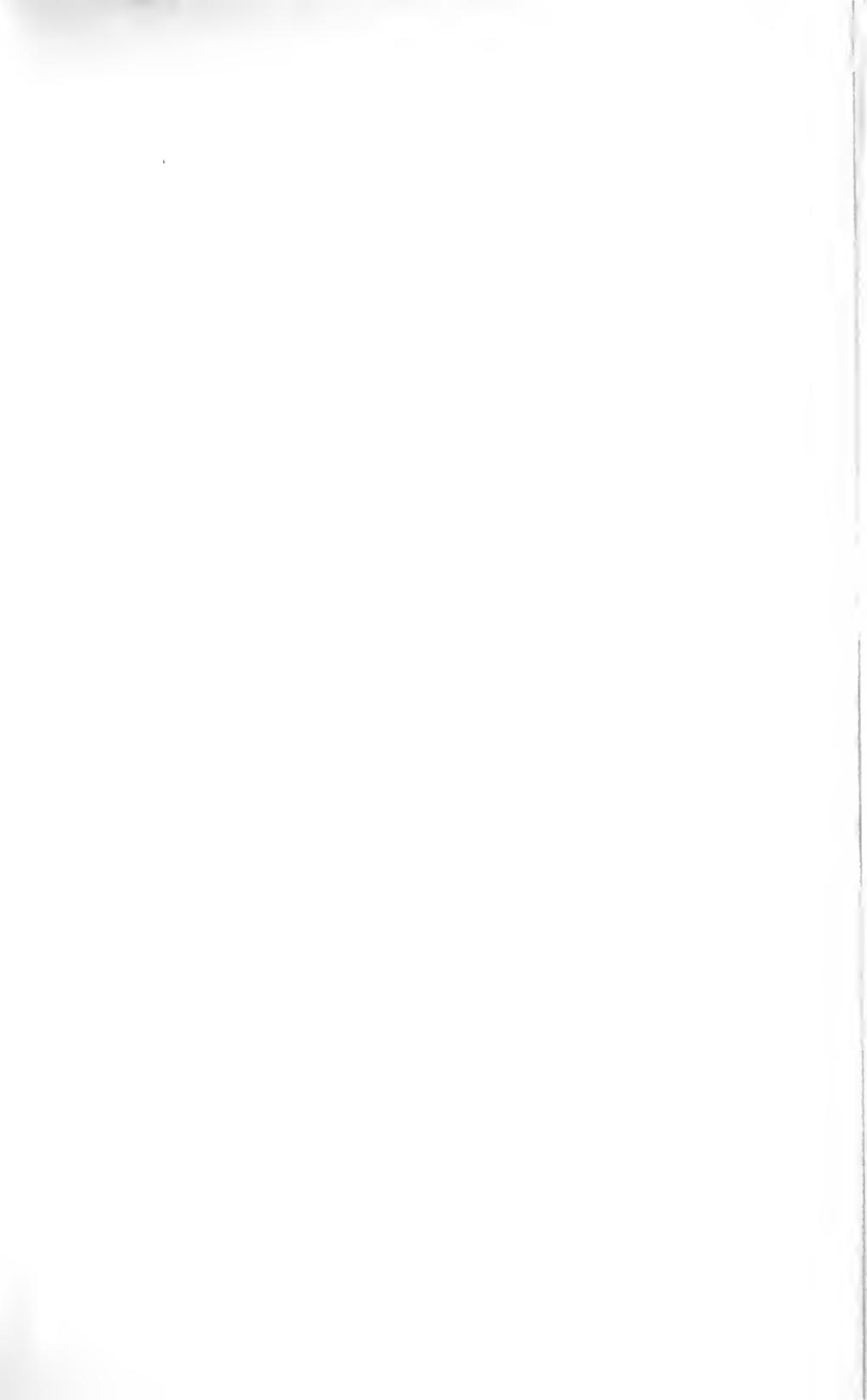
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